

**PUBLIC HEARING**  
**BOARD OF HOUSING QUALITY APPEALS**  
**CITY HALL McCLOSKEY CONFERENCE ROOM**  
**July 13, 2011**  
**4:00 P.M.**

I. **ROLL CALL**

II. **REVIEW OF SUMMARY** (to be emailed on Monday, July 11, 2011)

III. **OLD BUSINESS**

- (1) 11-TV-42 **620 & 622 N. Adams Street**, Clifton Bell. Request for an extension of time to complete repairs. Previously heard on April 13, 2011. pp. 4-12

IV. **NEW BUSINESS**

- (2) 11-TV-87 **525-527 S. Village Court**, L&M Rentals. Request for an extension of time to complete repairs. pp. 13-25
- (3) 11-TV-88 **729 S. Washington Street**, Jacqueline & Dan Willens. Request for an extension of time to complete repairs. pp. 26-36
- (4) 11-AA-89 **806 S. Chambers Avenue**, Joanne Sabbagh. Request for relief from an administrative decision. pp. 37-39
- (5) 11-TV-90 **1114 S. Nancy Street**, Elizabeth Grant Investments. Request for an extension of time to complete repairs. pp. 40-46
- (6) 11-V-91 **1407 N. Woodburn Avenue**, Jacqueline Cushman. Request for modification or exception to the Property Maintenance Code. pp. 47-51
- (7) 11-V-92 **2511 N. Kinser Pike**, Douglas & Cameron Davis and Felicia Tiritilli. Request for modification or exception to the PMC. pp. 52-56
- (8) 11-TV-93 **1214-1216 N. Grant Street**, CS Property Mgt. Request for an extension of time to complete repairs. pp. 57-64
- (9) 11-TV-94 **512 W. Dixie Street**, Elaine Apple Trust c/o Old National. Request for an extension of time to complete repairs. pp. 65-85
- (10) 11-TV-95 **516 S. Jordan Avenue**, Laurence Ayres. Request for an extension of time to complete repairs. pp. 86-91
- (11) 11-TV-96 **500 E. Graham Place**, Parker Real Estate Mgt. Request for an extension of time to complete repairs. pp. 92-97
- (12) 11-TV-97 **507 E. Graham Place**, Parker Real Estate Mgt. Request for an extension of time to complete repairs. pp. 98-103
- (13) 11-TV-98 **1736 N. Lincoln Street**, Parker Real Estate Mgt. Request for an extension of time to complete repairs. pp. 104-109
- (14) 11-TV-99 **511 N. Fess Avenue**, Long Real Estate Investments L.P. Request for an extension of time to complete repairs. pp. 110-125

- (15) 11-TV-100 **1033 E. Maxwell Lane**, William Coulter. Request for an extension of time to complete repairs. pp. 126-131
- (16) 11-TV-101 **1014 N. Jackson Street**, Adam & Debra Holden. Request for an extension of time to complete repairs. pp. 132-136
- (17) 11-TV-102 **514 W. 6<sup>th</sup> Street**, Stasny & Horn IGP. Request for an extension of time to complete repairs. pp. 137-142

V. **GENERAL DISCUSSION**

VI. **PUBLIC COMMENT**

VII. **ADJOURNMENT**

**BOARD OF HOUSING QUALITY APPEALS  
CONSENT AGENDA  
CITY HALL McCLOSKEY CONFERENCE ROOM  
July 13, 2011, 4:00 P.M.**

**I. State Variance**

- (2) 11-TV-87 **525-527 S. Village Court**, L&M Rentals. Request for an extension of time to complete repairs. pp. 13-25
- (11) 11-TV-96 **500 E. Graham Place**, Parker Real Estate Mgt. Request for an extension of time to complete repairs. pp. 92-97
- (12) 11-TV-97 **507 E. Graham Place**, Parker Real Estate Mgt. Request for an extension of time to complete repairs. pp. 98-103
- (13) 11-TV-98 **1736 N. Lincoln Street**, Parker Real Estate Mgt. Request for an extension of time to complete repairs. pp. 104-109

**II. Extension of time to complete repairs**

- (3) 11-TV-88 **729 S. Washington Street**, Jacqueline & Dan Willens. Request for an extension of time to complete repairs. pp. 26-36
- (5) 11-TV-90 **1114 S. Nancy Street**, Elizabeth Grant Investments. Request for an extension of time to complete repairs. pp. 40-46
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- (16) 11-TV-101 **1014 N. Jackson Street**, Adam & Debra Holden. Request for an extension of time to complete repairs. pp. 132-136
- (17) 11-TV-102 **514 W. 6<sup>th</sup> Street**, Stasny & Horn IGP. Request for an extension of time to complete repairs. pp. 137-142



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: July 13, 2011

Petition Type: An extension of time to complete repairs

Petition Number: 11-TV-42 (old business)

Address: 620 & 622 N Adams

Petitioner: Clifton Bell

Inspector: John Hewett

Staff Report:      October 26, 2010      Completed Cycle Inspection  
                         November 10, 2011      Sent Report  
                         February 15, 2011      Sent RV  
                         February 22, 2011      Received Appeal  
                         April 13, 2011      BHQA granted Extension

The Petitioner is requesting additional time to make repairs. Weather has still been an issue and he is doing the work on his own.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: July 27, 2011 for all smoke detectors, fire extinguishers and electrical violations; August 14, 2011 for all other violations

Attachments: Cycle Inspection Reports, Petitioner's letters



Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420

Petitioner's Name: Clifton Bell

Petitioner's Address & Phone Number: 703 W. Temperance, Ellettsville IN  
47429

Owner's Name: Clifton Bell

Owner's Address & Phone Number: Same - 812-360-2836

Address of Property: 620 and 622 N. Adams.

Occupant(s) Name(s): \_\_\_\_\_

The following conditions must be found in each case in order for the Board to consider the request:

1. That the value of the area about the property to which the exception is to apply will not be adversely affected.
2. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.

Identify the variance type that you are requesting from the following list and attach the required information.

- ☒ A. An extension of time to complete repairs. (Petition type: TV)  
↳ Specify the items that need the extension of time to complete  
↳ Explain why the extension is needed  
↳ Specify the time requested
- ☐ B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)  
↳ Specify the code reference number you are appealing  
↳ Detail why you are requesting the variance  
↳ Specify the modifications and or alterations you are suggesting
- ☐ C. Relief from an administration decision. (Petition type: AA)  
↳ Specify the decision being appealed and the relief you are seeking
- ☐ D. Rescind a variance. (Petition type: RV)  
↳ Detail the existing variance  
↳ Specify the reason the variance is no longer needed

I certify that all information submitted with this request is correct and I have enclosed the \$20.00 filing fee.

Signature: Cliff Bell

Name (print): CLIFF BELL

(Will be assigned by BHQA)

11-TV-42 (old)

Petition Number: \_\_\_\_\_

(Please use the reverse side for further explanation and/or request)



Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420

(Please write a brief narrative in the space provided below. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting.)

Clifton Beel needs another 30 days  
to complete repairs. Weather has  
still been an issue and all of his  
help is gone.

Signature:

Cliff Beel

Date:

5-17-11



Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420

RECEIVED  
FEB 22 2011

BY: \_\_\_\_\_

Petitioner's Name: Clifton Bell

Petitioner's Address & Phone Number: 703 W. Temperance, Ellettsville IN  
47429

Owner's Name: Clifton Bell

Owner's Address & Phone Number: Same Cell 812 360-2836

Address of Property: 620 and 622 N. Adams

Occupant(s) Name(s): Matt Aurthur (620 N. Adams)  
Robert Aurthur (622 N. Adams)

The following conditions must be found in each case in order for the Board to consider the request:

1. That the value of the area about the property to which the exception is to apply will not be adversely affected.
2. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.

Identify the variance type that you are requesting from the following list and attach the required information.

- ☒ A. An extension of time to complete repairs. (Petition type: TV)  
↳ Specify the items that need the extension of time to complete  
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- ☐ D. Rescind a variance. (Petition type: RV)  
↳ Detail the existing variance  
↳ Specify the reason the variance is no longer needed

I certify that all information submitted with this request is correct and I have enclosed the \$20.00 filing fee.

Signature: Cliff Bell

Name (print): CLIFF BELL

Petition Number: 11-TV-42

(Please use the reverse side for further explanation and/or request).



Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420

Please write a brief narrative in the space provided below. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting.)

Cliffen Bell needs 120 days to  
complete repairs. He has had  
death in the family and sickness.  
Weather has also been an issue.

Signature:

*Cliffen Bell*

Date:

*2/22/11*





## City of Bloomington Housing and Neighborhood Development

### Cycle Report

998

#### OWNERS

BELL, CLIFTON R. & PATRICIA A.  
703 W. TEMPERANCE  
ELLETTTSVILLE, IN 47429

Prop. Location: 620 N ADAMS ST  
Date Inspected: 10/26/2010  
Inspectors: John Hewett  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 1  
Max # of Occupants: 2  
Foundation Type: Crawl Space  
Attic Access: Yes  
Accessory Structure:

#### Interior

##### Living room

13-3 x 13-2

Provide a complete directory of all service panels and circuits. PM-605.1

##### SE bedroom

13-7 x 11-4

Install a smoke detector in an approved location. If wall mounted, it shall be located between 6 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4 inches from the wall. PM-704.1

##### Existing Egress Window Measurements:

Height: 36 inches  
Width: 12 inches  
Sill Height: 19 inches  
Openable Area: 3 sq. ft.

At the time this structure was built, there were no code requirements for emergency egress for a sleeping room. The Housing & Neighborhood Development Department strongly recommends that the sleeping room egress windows be modified or replaced with a larger window to aid in emergency escape. BMC-16.04.040 (b)

##### Furnace closet

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
PM-603.1

Kitchen

11-4 x 12-2

Replace the torn floor covering. PM-304.4

NW room

9-4 x 6-7

No violations noted.

Bathroom

No violations noted.

Exterior

Install an approved closing device for the front storm door. PM-303.15

Install a junction box at the wire splice above the back door. PM-605.1

Repair the chipped and broken concrete on the front porch and steps. PM- 303.10

Paint the exposed bare wood of the ceiling on the front porch. PM-303.2

Repair the holes in the porch roof framing. PM-303.10

Other requirements

Required documentation:

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.12.050 (d)

Required documentation:

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. **A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.040**

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



## City of Bloomington Housing and Neighborhood Development

### Cycle Report

12

#### OWNERS

BELL, CLIFTON R. & PATRICIA A.  
703 W. TEMPERANCE  
ELLETTSVILLE, IN 47429

Prop. Location: 622 N ADAMS ST  
Date Inspected: 10/26/2010  
Inspectors: John Hewett  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 1 approved  
Max # of Occupants: 2  
Foundation Type: Crawl Space  
Attic Access: Yes  
Accessory Structure:

#### Interior

##### Kitchen

11-1 x 12-5

A minimum 1A 10BC classification fire extinguisher shall be mounted in a visible, accessible location, in or adjacent to the kitchen, away from the range, and in the path of egress. The securing mechanism must be no more than 5 feet above the floor. PM-704.3.

##### Living room

11-4 x 13-11

No violations noted.

##### Bedroom

9-0 x 11-4

Install the door trim on the inside of the door casing. PM-304.1

##### Existing Egress Window Measurements:

Height: 23 inches

Width: 27 inches

Sill Height: 27 inches

Openable Area: 4.3 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

##### Bathroom

Repair the sink faucet to have hot water and to be free of leaks. PM-504.1

Back Hall

Replace the missing protective cover for the light fixture. PM-605.1

Exterior

Repair the handrail on the back porch steps. PM-303.12

Repair the roof on the back porch. These repairs shall use materials and methods designed for use on a flat roof. PM- 303.7

Properly secure the loose fascia boards on the front (west side) of the house. PM-303.9

Repair the broken front porch stair handrail. PM-303.12

This violation has a one-year deadline from the date of the Cycle Inspection (10/26/2010).  
Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2

Other requirements

Required documentation:

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector within 60 days of the date of the inspection **or a \$25.00 fine will be levied. BMC 16.12.050 (d)**

Required documentation:

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. **A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.040**

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: July 13, 2011

Petition Type: An extension of time to complete repairs

Petition Number: 11-TV-87

Address: 525-527 Village Ct.

Petitioner: L&M Rentals

Inspector: Robert Hoole

Staff Report: April 7, 2011      Cycle inspection report mailed  
May 12, 2011      Appeal filed  
May 24, 2011      Reinspection conducted  
June 9, 2011      Remaining violations report mailed

The petitioner is requesting an extension of time to secure an egress variance from the State of Indiana. No mention was made of other repairs, including life-safety issues.

Staff recommendation: Grant the extension of time to secure an egress variance. No extension is granted for other items

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline:      Securing an egress variance:      August 13, 2011  
All other items:      Immediately

Attachments: Appeal form, cycle inspection report, remaining violations report



Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420

RECEIVED  
MAY 12 2011

Petitioner's Name: LTM Rental, BY: \_\_\_\_\_

Petitioner's Address & Phone Number: 8318 Apple Ave 3228733

Owner's Name: Matthew Casew

Owner's Address & Phone Number: \_\_\_\_\_

Address of Property: 525-529 Village Ct

Occupant(s) Name(s): \_\_\_\_\_

- The following conditions must be found in each case in order for the Board to consider the request:
1. That the value of the area about the property to which the exception is to apply will not be adversely affected.
  2. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.

Identify the variance type that you are requesting from the following list and attach the required information.

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- ☐ D. Rescind a variance. (Petition type: RV)  
↳ Detail the existing variance  
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I certify that all information submitted with this request is correct and I have enclosed the \$20.00 filing fee.

Signature: Matthew Casew  
Name (print): Matthew Casew

(Will be assigned by BHQA)

11-TV-87

Petition Number: \_\_\_\_\_

(Please use the reverse side for further explanation and/or request)



Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420

(Please write a brief narrative in the space provided below. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting.)

I have to get variance  
from the state for  
window Egress  
525+527 Village Ct

Matthew Casen  
L+M Rental,

322-1733

MUCASEN@hotmail.com

Signature:

A handwritten signature in black ink, appearing to be "Matthew Casen".

Date:

5-7-11

Remaining Violations Report  
Reinspected 5/24/2011

3793

OWNERS

=====

CASCIO, MATTHEW V.  
8318 ASHLEY AVENUE  
BLOOMINGTON, IN 47401

AGENT

=====

L&M RENTALS  
8318 ASHLEY AVENUE  
BLOOMINGTON IN 47401

Prop. Location: 525-527 S VILLAGE CT  
Date Inspected: 03/30/2011  
Inspectors: Robert Hoole  
Primary Heat Source: Gas  
Property Zoning: PUD  
Number of Stories: 2

Number of Units/Structures: 2 / 1  
Number of Bedrooms: 3  
Max # of Occupants: 3  
Foundation Type: Slab  
Attic Access: Yes  
Accessory Structure:

**REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Housing-Property Maintenance Code of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under Section 16.12.100 of the Bloomington Municipal Code.

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.



## INTERIOR

527

### Utility room

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

Properly align and secure the flue connection to the top of the water heater. PM-603.2

### 1<sup>st</sup> floor inner bedroom

#### **Existing Egress Window Measurements:**

**Height:** 44 inches  
**Width:** 26 inches  
**Sill Height:** 36 inches  
**Openable Area:** 7.94 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements. Removable sashes.

### 1<sup>st</sup> floor outer bedroom

#### **Existing Egress Window Measurements:**

**Height:** 44 inches  
**Width:** 26 inches  
**Sill Height:** 36 inches  
**Openable Area:** 7.94 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements. Removable sashes.

### 2<sup>nd</sup> floor bedroom / bath

Clean and service the exhaust fan so that it functions as intended. PM-603.1

The emergency egress window does not meet the minimum requirements for a one and two family dwelling built in 1993:

Openable area required:	4.75 sq. ft.	Existing area: 6.75 sq. ft.
Clear width required:	18"	Existing width: 27"
Clear height required:	24"	Existing height: 36"
Maximum sill height:	44" above finished floor	Existing sill: 49"

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.02.040 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

## 525

### Utility room

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm
PM-603.1	

### 2<sup>nd</sup> floor bedroom / bath

The emergency egress window does not meet the minimum requirements for a one and two family dwelling built in 1993:

Openable area required:	4.75 sq. ft.	Existing area: 6.75 sq. ft.
Clear width required:	18"	Existing width: 27"
Clear height required:	24"	Existing height: 36"
Maximum sill height:	44" above finished floor	Existing sill: 49"

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altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.02.040 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

### **OTHER REQUIREMENTS:**

#### **Required documentation:**

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector within 60 days of the date of the inspection **or a \$25.00 fine will be levied. BMC 16.12.050 (d)**

#### **Required documentation:**

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. **A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.040**

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)

Cycle Report

3793

OWNERS

=====

CASCIO, MATTHEW V.  
8318 ASHLEY AVENUE  
BLOOMINGTON, IN 47401

AGENT

=====

L&M RENTALS  
8318 ASHLEY AVENUE  
BLOOMINGTON IN 47401

Prop. Location: 525-527 S VILLAGE CT  
Date Inspected: 03/30/2011  
Inspectors: Robert Hoole  
Primary Heat Source: Gas  
Property Zoning: PUD  
Number of Stories: 2

Number of Units/Structures: 2 / 1  
Number of Bedrooms: 3  
Max # of Occupants: 3  
Foundation Type: Slab  
Attic Access: Yes  
Accessory Structure:

NOTE: Room inventory and dimensions are on file. Only those areas containing violations are listed in this report.

INTERIOR

527

Kitchen

A minimum 1A 10BC classification fire extinguisher shall be mounted in a visible, accessible location, in or adjacent to the kitchen, away from the range, **and in the path of egress**. The securing mechanism must be no more than 5 feet above the floor. PM-704.3.

All fire extinguishers must be inspected every 30 days and a record of that inspection shall be kept. Metal head extinguishers shall be subjected to maintenance at intervals of not more than one (1) year and shall have a tag or label securely attached that indicates the month and year the maintenance was performed as well as the identity of the person/company performing the service. Metal head extinguishers must be recharged every six years and hydro-tested every 12 years per NFPA-10. Plastic head extinguishers must be replaced every 12 years per NFPA-10. PM-704.3

### Utility room

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

Properly align and secure the flue connection to the top of the water heater. PM-603.2

Eliminate the water leak near the inlet connection of the water heater. PM-504.1

Temperature/pressure relief (TPR) valve discharge tubes:

- shall not be reduced in size from the valve outlet
- shall be rigid galvanized, rigid copper, or any CPVC pipe
- shall not have a threaded discharge end
- drain by gravity
- shall have a minimum 1" air gap where discharging into a sanitary drain, or an approved air break
- shall extend to within 6" of floor. PM-505.4

### 1<sup>st</sup> floor inner bedroom

#### **Existing Egress Window Measurements:**

**Height:** 44 inches  
**Width:** 26 inches  
**Sill Height:** 36 inches  
**Openable Area:** 7.94 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements. Removable sashes.

### 1<sup>st</sup> floor outer bedroom

#### **Existing Egress Window Measurements:**

**Height:** 44 inches  
**Width:** 26 inches  
**Sill Height:** 36 inches  
**Openable Area:** 7.94 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements. Removable sashes.

## 2<sup>nd</sup> floor bedroom / bath

Clean and service the exhaust fan so that it functions as intended. PM-603.1

The emergency egress window does not meet the minimum requirements for a one and two family dwelling built in 1993:

Openable area required:	4.75 sq. ft.	Existing area: 6.75 sq. ft.
Clear width required:	18"	Existing width: 27"
Clear height required:	24"	Existing height: 36"
Maximum sill height:	44" above finished floor	Existing sill: 49"

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.02.040 (b).

The State variance application forms are available at the **Department of Homeland Security** on the **Fire Prevention and Building Safety Commission's** web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to **Downloadable Forms and Documents** and click on **Variance Application and Instructions**. If you need any further clarification, the Commission can be reached at 317.233.5341.

## Attached garage

Repair the vehicle door to lock as intended. PM-303.15

## 525

### Kitchen

A minimum 1A 10BC classification fire extinguisher shall be mounted in a visible, accessible location, in or adjacent to the kitchen, away from the range, **and in the path of egress**. The securing mechanism must be no more than 5 feet above the floor. PM-704.3.

All fire extinguishers must be inspected every 30 days and a record of that inspection shall be kept. Metal head extinguishers shall be subjected to maintenance at intervals of not more than one (1) year and shall have a tag or label securely attached that indicates the month and year the maintenance was performed as well as the identity of the person/company performing the service. Metal head extinguishers must be recharged every six years and hydro-tested every 12 years per NFPA-10. Plastic head extinguishers must be replaced every 12 years per NFPA-10. PM-704.3

### Utility room

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

Eliminate all water leaks from the water heater. PM-504.1

### 1<sup>st</sup> floor hallway

Replace the missing hard-wired smoke detector. PM-704.1

### 1<sup>st</sup> floor inner bedroom

#### **Existing Egress Window Measurements:**

**Height:** 44 inches  
**Width:** 26 inches  
**Sill Height:** 36 inches  
**Openable Area:** 7.94 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements. Removable sashes.

### 1<sup>st</sup> floor outer bedroom

#### **Existing Egress Window Measurements:**

**Height:** 44 inches  
**Width:** 26 inches  
**Sill Height:** 36 inches  
**Openable Area:** 7.94 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements. Removable sashes.



## 2<sup>nd</sup> floor bedroom / bath

Clean and service the exhaust fan so that it functions as intended. PM-603.1

The emergency egress window does not meet the minimum requirements for a one and two family dwelling built in 1993:

Openable area required:	4.75 sq. ft.	Existing area: 6.75 sq. ft.
Clear width required:	18"	Existing width: 27"
Clear height required:	24"	Existing height: 36"
Maximum sill height:	44" above finished floor	Existing sill: 49"

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.02.040 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

## EXTERIOR

Replace the missing dryer exhaust termination fitting for unit 527. PM-303.6

## OTHER REQUIREMENTS

### Required documentation:

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.12.050 (d)

### Required documentation:

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. **A completed copy of**



**the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.040**

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: July 13, 2011  
Petition Type: An extension of time to complete repairs  
Petition Number: 11-TV-88  
Address: 729 S. Washington Street  
Petitioner: Dan Willens  
Inspector: Jo Stong  
Staff Report: May 6, 2011: Conducted cycle inspection  
May 13, 2011: Sent report  
May 26, 2011: Received appeal

During a cycle inspection several violations of the Property Maintenance Code were noted. The petitioner is requesting an extension of time to complete repairs.

Staff recommendation: Grant the extension of time.  
Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.  
Compliance Deadline: July 27, 2011 for all smoke detector and fire extinguisher violations. September 13, 2011 for all other violations.  
Attachments: Cycle Report, Photos, Application for appeal



RECEIVED  
MAY 26 2011

Page 1 of 2

BY: ~~Application For Appeal~~  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

Property Address: 729 S. Washington St.

Petitioner's Name: Dan Willens

Address: 7245 Noel Rd.

City: Indianapolis

State: Indiana

Zip Code: 46278

Phone Number: (317) 388-1111

E-mail Address: wilco-dan@comcast.net

Owner's Name: Jackie willens

Address: 1655 N. Hartstrait Rd.

City: Bloomington

State: Indiana

Zip Code: 47404

Phone Number: 317-388-1111

E-mail Address: none

Occupants: tmoreno660@gmail.com; benfichter@gmail.com

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

11-TV-88

Petition Number: \_\_\_\_\_

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

I am writing on behalf of my mother, Jackie Willens, who is 87 years old and has cancer. She is currently out of the country until June 13th, but will be returning to Bloomington then. She has requested that I request an extension of time for her to complete the repairs listed on our inspection, so that she can return and find the correct repair personnel to make the repairs.

I am therefore requesting the maximum time possible for the extension.

Thank you, Dan Willens

Signature (Required):



Name (Print): Dan Willens

Date: 5/25/11

**Important information regarding this application format:**

1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form



**City of Bloomington**  
**Housing and Neighborhood Development**

**Cycle Report**

825

**OWNERS**

=====

WILLENS, JACQUELINE  
1655 N. HARTSTRAIT RD.  
BLOOMINGTON, IN 47404

Prop. Location: 729 S WASHINGTON ST  
Date Inspected: 05/06/2011  
Inspectors: Jo Stong  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 3  
Max # of Occupants: 4  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: Garage

Monroe County Assessor's records indicate this structure was built in 1925.  
There were no requirements for emergency egress at the time of construction.

**INTERIOR:**

**Note: Room dimensions are in the file and are not included in this report.**

Living Room:

Install a smoke detector in an approved location. If wall mounted, it shall be located between 6 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4 inches from the wall.  
PM-704.1

Repair windows to be capable of being easily opened and held in position by their own hardware.  
PM-303.13.2

Provide a cover for the window air conditioner. PM-603.1

Properly install the window air conditioner in a workmanlike manner, in accordance with the manufacturer's instructions. PM-304.3, PM-102.5

Southwest Bedroom:

Repair the south window to latch securely. PM-303.13.2

Scrape and paint windows where paint is peeling or wood is exposed. PM-304.3

Southwest Bedroom (cont'd):

Existing Egress Window Measurements (double-hung):

Height: 24 inches

Width: 28 inches

Sill Height: 22 inches

Openable Area: 4.66 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Kitchen:

All fire extinguishers must be inspected **every 30 days and a record of that inspection shall be kept.** PM-704.3

Southeast Bedroom:

**Note:** A door leading directly to the exterior serves as the emergency egress for this sleeping room.

Install a smoke detector in an approved location. If wall mounted, it shall be located between 6 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4 inches from the wall.  
PM-704.1

Scrape and paint window where paint is peeling or wood is exposed. PM-304.3

**BASEMENT (entrance in floor of southeast bedroom)**

The basement was not accessible at the time of inspection. The basement must be inspected and brought into compliance within the same 60 day deadline as the remainder of this property. PM-104.4

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)	
Acceptable level in a living space:	9 ppm	
Maximum concentration for flue products:	50 ppm	PM-603.1

Laundry Area:

Repair the entry door to be weather tight. No gaps shall be visible around the edges. PM-303.13

Repair or replace the broken back door. PM-303.15

Northwest Bedroom:

**Note:** A door leading directly to the exterior serves as the emergency egress for this sleeping room.

Repair windows to be capable of being easily opened and held in position by their own hardware. PM-303.13.2

Scrape and paint windows where paint is peeling or wood is exposed. PM-304.3

Replace the missing electrical receptacle cover plate on the south wall. PM-605.1

Bathroom:

Properly repair floor in a workmanlike manner. This includes but is not limited to replacing or repairing damaged or deteriorated floor covering, decking and structural members. PM-304.2, PM-304.4, PM-102.5

Replace the rotting tub surround in a workmanlike manner. PM-304.3, PM-504.3, PM-102.5

**EXTERIOR:**

Properly tuck-point all missing or defective mortar joints in the foundation walls. PM-302.7 & PM-303.10

Repair the eave and fascia over the front and back doors. PM-303.6, PM-303.7

Repair the torn screen in the south window. PM-303.13

Repair the broken window on the south side (east corner). PM-303.13

Replace the missing siding on the southeast corner. PM-303.1

Trim all tree branches away from the siding and roofline to maintain a 3' clearance. PM-302.4.1

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2  
(this violation has a one-year deadline from the date of the cycle inspection)

Garage:

Repair all broken windows. PM-303.13

Remove trees growing at the foundation of the garage. All trees on premises shall be in good health and pose no danger to persons or building. PM-302.4.1

Remove and properly dispose of all trash and debris on property. PM-302.1

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2  
(this violation has a one-year deadline from the date of the cycle inspection)

**OTHER REQUIREMENTS:**

**Required documentation:**

A completed copy of the Tenants & Owners Rights and Responsibilities Summary must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection **or a \$25.00 fine will be levied. BMC16.12.050 (d).**

**Required documentation:**

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection **or a \$25.00 fine will be levied. BMC16.12.040**

**When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)**

Thank you for your cooperation in the Residential Rental Occupancy Permit Program.















City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals**  
**Staff Report: Petition for Relief from an Administrative Decision**

Meeting Date: July 13, 2011  
Petition Type: Relief from an administrative decision  
Variance Request: Relief from the requirement to register as a rental  
Petition Number: 11-AA-89  
Address: 806 Chambers  
Petitioner: Joanne Sabbagh

Ms. Sabbagh contacted us to say that her son lives in this property and requested that it be removed from the rental registration & inspection program. CBU shows water is in the name of William Sabbagh and usage indicates one person residing there.

Staff recommendation: Grant the relief from the rental registration process

Conditions: This agreement shall remain in force so long as Mr. William Sabbagh resides in the property with no more than one other person. This property will be pull dated for 2014 to check residency.

Compliance Deadline: None

Attachments: Appeal form, letter from petitioner



**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

**Property Address:** 806 Chambers Drive

**Petitioner's Name:** Joanne Sabbagh

**Address:** 3709 Tamarron Drive

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47408

**Phone Number:** 812-336-2026

**E-mail Address:** jsabbagh@homefinder.org

**Owner's Name:** Joanne Sabbagh

**Address:** Same as above

**City:**

**State:**

**Zip Code:**

**Phone Number:**

**E-mail Address:**

**Occupants:** William E. Sabbagh

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** A modification of exception to the Housing Property Maintenance Code. (Petition Type: AA)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that month's agenda!

(Will be assigned by BHQA)

11-AA-89

Petition Number: \_\_\_\_\_



In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

I am asking for an exception to Title 16 requirements because my son is currently living in the property until I decide if I want to sell the property or put it back in the rental program. Thus, I want the property exempted from the program as long as my son resides in 806 Chambers Drive. I don't know at this point in time how long it will be until he makes other living arrangements.

**Signature (Required):** \_\_\_\_\_

**Name (Print):** Joanne Sabbagh

**Date:** 5/18/11

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: July 13, 2011

Petition Type: An extension of time to complete repairs

Petition Number: 11-TV-90

Address: 1114 S. Nancy

Petitioner: Elizabeth Grant

Inspector: Robert Hoole

Staff Report: April 7, 2011      Cycle inspection report mailed  
June 2, 2011      Appeal filed

The petitioner is requesting an extension of time to complete repairs, citing weather as the reason repairs have not been completed in a timely fashion.

Staff recommendation: Grant the extension of time for repairs other than replacing the fire extinguisher.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: Replacement of discharged fire extinguisher: Immediately  
Items other than roof and fire extinguisher: August 13, 2011  
Roof repair: September 13, 2011

Attachments: Appeal form, cycle inspection report

JS

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Page 1 of 2

BY: \_\_\_\_\_

**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

Property Address: 1114 S. Nancy, Bloomington, In 47401  
Petitioner's Name: Elizabeth Grant  
Address: 815 Church Camp Road  
City: Bedford State: IN ☐ Zip Code: 47421  
Phone Number: 812-275-4249 E-mail Address: eanng@hotmail.com  
Owner's Name: as above  
Address: "  
City: " State: " ☐ Zip Code: "  
Phone Number: \_\_\_\_\_ E-mail Address: as above  
Occupants: as above

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

Variance Type: Extension to make the floor repair ☐  
Painting

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

11-TV-90

Petition Number: \_\_\_\_\_

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

Please grant me an additional term to complete the few repairs noted. I intend to re-roof the house. Too, it has been so wet we could not paint and then have it dry sufficiently.

Signature (Required):

*Elizabeth Grant*

Name (Print):

Elizabeth Grant

Date:

29 May 11

Important information regarding this application format:

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form

## Cycle Report

4843

### OWNERS

=====

GRANT, ELIZABETH A.  
875 CHURCH CAMP RD.  
BEDFORD, IN 47421

Prop. Location: 1114 S NANCY ST  
Date Inspected: 03/23/2011  
Inspectors: Robert Hoole  
Primary Heat Source: Gas  
Property Zoning: RS  
Number of Stories: 1

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 2  
Max # of Occupants: 3  
Foundation Type: Crawl Space  
Attic Access: Yes  
Accessory Structure:

## INTERIOR

### Living room (19 x 13)

Show documentation that the fireplace has been inspected within the last twelve months, or permanently and visibly seal the fireplace to prevent its use. Service and inspection shall include the firebox, damper, chimney and/or flue. Cleaning by a professional service is highly recommended. PM-603.1

Repair the entry door to be weather tight. PM-303.15

### Hallway

No violations noted.

### Bath

Eliminate the drip from the sink faucet. PM-504.1

Front bedroom (9 ½ x 10)

**Existing Egress Window Measurements:**

**Height:** 22 inches  
**Width:** 31 inches  
**Sill Height:** 27 inches  
**Openable Area:** 4.73 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements.

Rear bedroom (10 x 13)

**Existing Egress Window Measurements:**

**Height:** 22 inches  
**Width:** 31 inches  
**Sill Height:** 27 inches  
**Openable Area:** 4.73 sq. ft.

**Note:** These measurements are for reference only. There is no violation of the emergency egress requirements.

Dining room (11 x 10)

No violations noted.

Kitchen (9 x 8)

Replace the discharged fire extinguisher. A minimum 1A 10BC classification fire extinguisher shall be mounted in a visible, accessible location, in or adjacent to the kitchen, away from the range, and in the path of egress. The securing mechanism must be no more than 5 feet above the floor. PM-704.3.

All fire extinguishers must be inspected every 30 days and a record of that inspection shall be kept. Metal head extinguishers shall be subjected to maintenance at intervals of not more than one (1) year and shall have a tag or label securely attached that indicates the month and year the maintenance was performed as well as the identity of the person/company performing the service. Metal head extinguishers must be recharged every six years and hydro-tested every 12 years per NFPA-10. Plastic head extinguishers must be replaced every 12 years per NFPA-10. PM-704.3  
**NOTE: The fire extinguisher was located in an adjacent room. There is a door separating the two rooms. Relocate the fire extinguisher in the kitchen so that there is no door separating it from the kitchen.**

### Utility room

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

Provide a complete directory of all service panels and circuits. PM-605.1

Reconnect the dryer exhaust duct to the dryer. PM-403.5

### Attached garage

No violations noted.

### Attic

No violations noted.

### Crawlspace

No access

## **EXTERIOR**

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2

NOTE: This item has a compliance deadline of 3/23/2012.

Replace the rotted trim on the garage. PM-303.6

Properly repair the garage roof. The tenant reports that the roof leaks and there are water stains visible on the interior wall of the garage. PM-303.7

## OTHER REQUIREMENTS

### Required documentation:

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector within 60 days of the date of the inspection **or a \$25.00 fine will be levied. BMC 16.12.050 (d)**

### Required documentation:

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. **A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.040**

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Variance**

Meeting Date: 13 July 2011

Petition Type: A modification or exception to the Property Maintenance Code

Variance Request: Pass through access to a bedroom

Petition Number: 11-V-091

Address: 1407 N. Woodburn Ave.

Petitioner: Jacqueline Cushman

Inspector: Michael Arnold

Staff Report: 08 April 2011 Cycle Inspection  
20 April 2011 Sent Inspection Report  
03 June 2011 Reinspection Scheduled  
06 June 2011 Received Appeal Application  
13 June 2011 Reinspection cancelled  
14 June 2011 Reinspection scheduled  
21 June 2011 Reinspection rescheduled

During the cycle inspection it was noted that there was a pass-thru issue with the west bedroom. The west bedroom is accessible only through the bathroom or through the northwest room. The Property Maintenance Code states in Sec. 404.4.2, "Bedrooms shall not constitute the only means of access to other bedrooms or habitable spaces and shall not serve as the only means of egress from other habitable areas".

Staff recommendation: Grant the variance

Conditions: None

Compliance Deadline: None

Attachments: Application, Inspection report



RECEIVED  
JUN 06 2011

Page 1 of 2

BY: \_\_\_\_\_ **Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

Property Address: 1407 N Woodburn Ave, Bloomington, IN 47404

Petitioner's Name: Jacqueline Cushman

Address: currently same as above / will have new address soon

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: 812-327-0341 E-mail Address: jacqueline.cushman@indiana.edu

Owner's Name: same as above

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Occupants: August 1, 2011

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

Variance Type: V

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

11-V-91

Petition Number: \_\_\_\_\_



In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

I am petitioning to have this home classified as a three bedroom, rather than a two bedroom. There are three bedrooms - each with good sized windows and closets and square footage. The back bedroom is not currently classified as a bedroom because one must enter/exit through the bathroom or one of the bedrooms. Since it has two reasonable exits, plus three windows, I'd like it to be considered a three-bedroom home. Thank you for your consideration.

Signature (Required):



Name (Print):

Jacqueline Cushman

Date:

6/3/11

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.



Cycle Report

9548

OWNERS

=====

CUSHMAN, JACQUELINE  
1407 N. WOODBURN AVENUE  
BLOOMINGTON, IN 47404

AGENT

=====

BLOOMINGTON RENTALS, INC.  
P.O. BOX 1327  
BLOOMINGTON IN 47402

Prop. Location: 1407 N WOODBURN AVE  
Date Inspected: 04/08/2011  
Inspectors: Mike Arnold  
Primary Heat Source: Gas  
Property Zoning: RS  
Number of Stories: 1

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 2  
Max # of Occupants: 3  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: garage

**Interior:**

**Basement:**

Install a smoke detector in an approved location. If wall mounted, it shall be located between 6 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4 inches from the wall. PM-704.1

**Main Level:**

**Living Room (25-11 x 13-4):**

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

**Kitchen, Bathroom, Screened Porch, Garage:**

No violations noted

**NW Room (1-5 x 10-0):**

This room is not approved for sleeping purposes. PM-404.4.2

**SW Bedroom (1-6 x 12-6):**

**Existing Egress Window Measurements:**

Height: 23 inches  
Width: 27 inches  
Sill Height: 28 inches  
Openable Area: 4.3sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

No violations noted

**West Bedroom (17-9 x 15-9):**

**Existing Egress Window Measurements:**

Height: 33 inches  
Width: 35 inches  
Sill Height: 37 inches  
Openable Area: 8.1 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

No violations noted

**Exterior:**

Trim all tree branches away from the siding and roofline to maintain a 3' clearance. PM-302.4.1

**Required Documentation:**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Variance**

Meeting Date: 13 July 2011

Petition Type: A modification or exception to the Property Maintenance Code

Variance Request: Exception to PM-303.13.2 Openable Windows

Petition Number: 11-V-092

Address: 2511 N. Kinser Pk.

Petitioner: Douglas H. Davis and Felicia Tiritilli-Davis

Inspector: Michael Arnold

Staff Report: 09 March 2011 Cycle complete with resident  
23 March 2011 Sent Inspection Report  
23 May 2011 Received Appeal application  
25 May 2011 Reinspection complete with resident

During the cycle inspection it was noted that several of the windows in the Family Room/Sun Room did not open as intended. The crank mechanisms do no function or are missing on several of the windows. The code states, "Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware. All openable windows shall have fixed secure locking mechanisms".

Staff recommendation: Deny the variance

Conditions: All windows in the Family Room/Sun Room (NW Room) shall function as intended.

Compliance Deadline: 13 September 2011

Attachments: Application, Cycle Inspection



Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

**RECEIVED**  
MAY 23 2011

BY: .....

**Property Address:** 2511 N. Kinser Pike, Bloomington, IN 47404

**Petitioner's Name:** Douglas H. Davis and Felicia Tiritilli-Davis

**Address:** 2085 Lake Run Dr.

**City:** Greenwood

**State:** Indiana

**Zip Code:** 46143

**Phone Number:** (317) 919-2321

**E-mail Address:** ftd1@sbcglobal.net

**Owner's Name:** Douglas H. Davis, Felicia Tiritilli-Davis, Cameron Davis

**Address:** 2085 Lake Run Dr.

**City:** Greenwood

**State:** Indiana

**Zip Code:** 46143

**Phone Number:** 317-919-2321

**E-mail Address:** ftd1@sbcglobal.net

**Occupants:** Cameron Davis, Alex Watkins, Johnathan Seitz

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** A modification or exception to the Housing Property Maintenance Code. (Petition Type: V)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that month's agenda!

(Will be assigned by BHQA)

11-V-92

Petition Number: \_\_\_\_\_

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

We are seeking an exception to PM303.13.2 Openable windows. This is in regard to the windows in what has been described as a family room on the cycle inspection report for a Rental Occupancy Permit of March 23, 2011. This room is actually an add-on sunroom, which is an extension of the living/dining area. It is completely open to those areas by a six-foot wide open doorway, and has ventilation by virtue of the back door, front door, living room window and the two openable windows in the room itself. The residence also has central air-conditioning.

This sunroom has nine jalousie windows that completely cover the three exterior walls (on the north, west and south sides of the room), with three windows on each wall. Also on the west wall is the back door to the residence, which has a screen door. Two of the nine windows, on different walls, are operable. The fact that these windows do not open does not pose any hazard to the occupants of the residence, as they are neither a method of egress nor a necessary source of ventilation.

We have contacted window contractors who have informed us that repairing these windows is not advisable due to the fact that this type of window is obsolete, the needed parts are not easily obtainable and the work required, which goes beyond simply trying to repair the crank handles that operate the windows, would be extensive to the point of being financially unfeasible. When we purchased the residence in June, 2009, this was the condition of these windows and, to the best of our knowledge, this was also the case at the time the last Rental Occupancy Permit was issued on April 30, 2008. The residence is in good repair, safe and suitable for comfortable occupancy, and these windows do not detract from that, nor do they adversely affect the value of the property in the area, and so we are requesting this exception.

Signature (Required): *Douglas H. Davis* *Felicia Tiritilli-Davis*

Name (Print): Douglas H. Davis Felicia Tiritilli-Davis

Date: 5/18/11

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form

Cycle Report

8681

OWNERS

=====

DAVIS, CAMERON  
2085 LAKE RUN DRIVE  
GREENWOOD, IN 46143

DAVIS, DOUGLAS  
2085 LAKE RUN DRIVE  
GREENWOOD, IN 4641

Prop. Location: 2511 N KINSER PIKE  
Date Inspected: 03/09/2011  
Inspectors: Mike Arnold  
Primary Heat Source: Gas  
Property Zoning: RS  
Number of Stories: 1

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 4  
Max # of Occupants: 3  
Foundation Type: Basement  
Attic Access: Yes  
Accessory Structure: shed

**Interior:**

**Lower Level:**

**Bedroom (24-5 x 13-0):**

**Existing Egress Window Measurements:**

Height: 31 inches  
Width: 28 inches  
Sill Height: 43.5 inches  
Openable Area: 6.03 sq. ft.

Note: These measurements are for reference only. There is no violation of the emergency egress requirements.

No violations noted

**Bathroom, Utility Room, garage:**

No violations noted

**Upper Level:**

**Living Room (16-6 x 14-8), Kitchen (9-0 x 8-3), Dining Room (12-0 x 11-0), Bathroom:**

No violations noted

**Family Room (17-0 x 12-0):**

Repair the window cranks to function as intended. PM-303.12.2

**NE Bedroom (10-0 x 9-0), SE Bedroom (11-0 x 9-0):**

**Existing Egress Window Measurements:**

Height: 31 inches  
Width: 28 inches  
Sill Height: 43.5 inches  
Openable Area: 6.03 sq. ft.

Note: These measurements are for reference only. There is no violation of the emergency egress requirements.



No violations noted

**SW Bedroom (13-1 x 11-1):**

**Existing Egress Window Measurements:**

Height: 31 inches  
Width: 28 inches  
Sill Height: 43.5 inches  
Openable Area: 6.03 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Replace the missing hardwired interconnected smoke detector. PM-704.1

**Exterior:**

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2 (Front porch posts, foundation on the west side of the structure and anywhere else that paint is peeling or cracking).

Repair/replace the damaged screen on the storm door. PM-303.15

**Required Documentation:**

**A completed copy of the Tenants & Owners Rights and Responsibilities Summary must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.050 (d).**

**A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.040**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)





City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: July 13, 2011  
Petition Type: An extension of time to complete repairs  
Petition Number: 11-TV-93  
Address: 1214 & 1216 N. Grant Street  
Petitioner: CS Property Management  
Inspector: Maria McCormick  
Staff Report: April 11, 2011 Completed cycle inspection  
June 13, 2011 Received application of appeal

During the cycle inspection it was noted that there was roof and soffits needed to be repaired or replaced. In addition the wall in the unoccupied apartment 1216 ½ is bowing inward, we have requested that the wall either be repaired or that documentation be provided from a structural engineer that the foundation is sound. The petitioner is requesting an additional 90 days to complete this work due to damage done by recent storms to other properties that they own.

Staff recommendation: Grant the extension of time.  
Conditions: All roof, soffit, guttering, painting and basement structural items must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.  
Compliance Deadline: September 13, 2011  
Attachments: Application for appeal, Cycle Report



**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

**RECEIVED**  
JUN 13 2011  
BY: \_\_\_\_\_

**Property Address:** 1214 and 1216 North Grant Street

**Petitioner's Name:** CS Property Management

**Address:** 225 North Washington Street

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47408

**Phone Number:** (812) 330-1411

**E-mail Address:** jrobinson@cspropertymanagement.com

**Owner's Name:** Stephen and Connie Ferguson

**Address:** 225 North Washington Street

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47408

**Phone Number:** 812-330-1411

**E-mail Address:** jrobinson@cspropertymanagement.com

**Occupants:** 1214-Richard Shuya and Nick Busche  
1216-Timothy Bird

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

11-TV-93

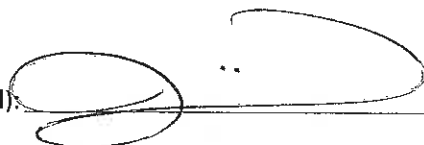
Petition Number: \_\_\_\_\_

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

The interior repairs requested will be completed within the 60 days allotted. However, we need additional time to complete the external repairs: repair or replace damaged roofing, repair or replace damaged soffit/fascia, secure guttering to the structure and scrape/paint exterior surfaces. In addition, HAND has required that we repair the basement wall or have an engineer certify that it is sound. Our properties suffered a lot from the recent storm damage and we have been set back. I ask that we are allowed an additional 90 days to complete the above-listed items. Thank you for your consideration.

Signature (Required):



Name (Print): Jill Robinson for CS Property Management

Date: 6/7/11

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form



**City of Bloomington  
Housing and Neighborhood Development**

**Cycle Report**

533

**OWNERS**

FERGUSON, STEPHEN L.  
225 N. WASHINGTON ST.  
BLOOMINGTON, IN 47408

FERGUSON, CONNIE M.  
225 N. WASHINGTON ST.  
BLOOMINGTON, IN 47408

**AGENT**

CS PROPERTY MANAGEMENT  
225 N. WASHINGTON ST.  
BLOOMINGTON IN 47408

Prop. Location: 1214 & 1216 N GRANT ST  
Date Inspected: 04/11/2011  
Inspectors: Maria McCormick  
Primary Heat Source: Gas  
Property Zoning: RH  
Number of Stories: 1

Number of Units/Structures: 4 / 1  
Number of Bedrooms: 1 & 2  
Max # of Occupants: 2 & 4  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

**VARIANCE**

12/03/1980 Granted a variance to the minimum light and ventilation requirements at 1214-1/2 N. Grant. Granted a variance to the minimum light and ventilation requirement in the bedroom and to the minimum light requirement in the living room at 1216-1/2 N. Grant.

**INTERIOR:**

**1214 N. Grant --**

**Living Room 11-2 x 15-2:**

Repair the entry door to be weather tight. No gaps shall be visible around the edges. PM-303.13

Repair the install a storm door to function as intended. PM-102.8 & PM-303.15

Repair or replace existing smoke detector in a manner so that it functions as intended. PM-704.1

60

Kitchen 9-3 x 8-8:

Replace the missing protective cover for the exhaust fan above the stove so that it may function as intended. PM-403.3

South Bedroom 11-3 x 11-5:

Repair or replace existing smoke detector in a manner so that it functions as intended. PM-704.1

Existing Egress Window Measurements:

Height: 24 inches

Width: 34 inches

Sill Height: 27 ½ inches

Openable Area: 5.66 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Hallway:

Repair or replace existing smoke detector in a manner so that it functions as intended. PM-704.1

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

PM-603.1

North Bedroom 8-11 x 11-4:

Repair or replace existing smoke detector in a manner so that it functions as intended. PM-704.1

Existing Egress Window Measurements:

Height: 24 inches

Width: 34 inches

Sill Height: 27 ½ inches

Openable Area: 5.66 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Bathroom:

No violation noted.

**1216 N. Grant –**

Living Room 11-2 x 15-2; Kitchen 9-3 x 8-8:

No violation noted.

North Bedroom 8-11 x 11-4:

Determine the source and eliminate the water leak on the northwest corner of the room.  
PM-504.1

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. Properly repair the ceiling where there is damage from the ceiling. PM-304.3

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster. Properly repair the walls where there is damage from the leak. PM-304.3

Existing Egress Window Measurements:

Height: 24 inches

Width: 34 inches

Sill Height: 27 ½ inches

Openable Area: 5.66 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Laundry Closet:

Replace the missing protective cover for the light fixture. PM-605.1

Bathroom:

No violation noted.

South Bedroom 11-3 x 11-5:

No violation noted.

Existing Egress Window Measurements:

Height: 24 inches

Width: 34 inches

Sill Height: 27 ½ inches

Openable Area: 5.66 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**



Furnace Room (Located in 1216 ½ N. Grant):

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

Temperature/pressure relief (TPR) valve discharge tubes:

- shall not be reduced in size from the valve outlet
- shall be rigid galvanized, rigid copper, or any CPVC pipe
- shall not have a threaded discharge end
- drain by gravity
- shall have a minimum 1" air gap where discharging into a sanitary drain, or an approved air break
- shall extend to within 6" of floor. PM-505.4

**1216 ½ N. Grant –**

Properly repair the south basement wall in a manner that allows it to properly & safely support normally imposed loads. It is bowing inward. An alternative to repairing the wall is to provide signed and stamped documentation from a structural engineer that the basement walls are structurally sound and capable of supporting the upper level. PM-303.5, PM-304.2, 102.03

**1214 ½ N Grant –**

This unit is vacant and was not inspected at the time of inspection. It must be inspected and brought into compliance prior to being rented.

**EXTERIOR:**

Repair or replace damaged or deteriorating roofing. This is to be done in a workmanlike manner and includes but is not limited to damaged or deteriorating roofing material, sheathing, and all structural members. PM-303.4 & PM-303.7

Properly repair or replace damaged/deteriorated soffit/fascia in a manner that seals all openings. PM-303.6 & PM-303.7

Secure guttering to the structure. PM-303.7

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2  
(This item only has a compliance deadline of April 11, 2012.)

Replace the broken/missing outlet cover plate for the outlet adjacent to the entrance door of unit 1216. PM-605.1

---

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: July 13, 2011

Petition Type: An extension of time to complete repairs

Petition Number: 11-TV-94

Address: 512 W. Dixie St.

Petitioner: Mary Morrisette, Trust Administrator, Old National-WMG

Inspector: Norman Mosier

Staff Report: February 25, 2011- Conducted Cycle Inspection  
June 6, 2011 Sent Remaining Violations Report  
June 16, 2011 Attempted Cycle Inspection – Cancelled by Petitioner

Petitioner is requesting an extension of time to complete repairs. The structure incurred extensive storm damage to the exterior.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: August 15, 2011

Attachments: Cycle Report, Remaining Violations Report, Petitioner's Letter, Photos



Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420

RECEIVED  
JUN 13 2011

BY: \_\_\_\_\_

Petitioner's Name: MARY MORRISSETTE, TRUST ADMINISTRATOR, OLD NATIONAL LWMG

349-5981

Petitioner's Address & Phone Number: 2801 BUICK-CADILLAC BLVD, Bloomington, IN 47401

Owner's Name: ELAINE PAAR TRUST

349-5981

Owner's Address & Phone Number: 2801 BUICK-CADILLAC BLVD, Bloomington, IN 47401

Address of Property: 512 W. DIXIE ST., B

Occupant(s) Name(s): STUART BAGGERLY

The following conditions must be found in each case in order for the Board to consider the request:

1. That the value of the area about the property to which the exception is to apply will not be adversely affected.
2. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.

Identify the variance type that you are requesting from the following list and attach the required information.



A. An extension of time to complete repairs. (Petition type: TV)

- ↳ Specify the items that need the extension of time to complete
- ↳ Explain why the extension is needed
- ↳ Specify the time requested



B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)

- ↳ Specify the code reference number you are appealing
- ↳ Detail why you are requesting the variance
- ↳ Specify the modifications and or alterations you are suggesting



C. Relief from an administration decision. (Petition type: AA)

- ↳ Specify the decision being appealed and the relief you are seeking



D. Rescind a variance. (Petition type: RV)

- ↳ Detail the existing variance
- ↳ Specify the reason the variance is no longer needed

I certify that all information submitted with this request is correct and I have enclosed the \$20.00 filing fee.

Signature: By: Mary Morrisette

Name (print): MARY MORRISSETTE

(Will be assigned by BHQA)

11-TV-94

Petition Number: \_\_\_\_\_

(Please use the reverse side for further explanation and/or request)



Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420

(Please write a brief narrative in the space provided below. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting.)

We were completing the repairs in accordance with the March 4, 2011 Permit Permit Information letter and Cycle Report, when the storms, winds, tornadoes took out four trees at this property. Two of the trees were on the property and one hit the corner of the east side of the house and the corner of the garage.

We had the trees removed and are currently repairing the house, roof, gutters and garage. The total damages were estimated in excess of \$12,000. We would appreciate an extension of (2) months to enable us to complete repairs.

All National - WMC, Trustee

Signature: By: Mary Morriseth Date: 6-13-11

Trust Administrator



City of Bloomington  
Housing and Neighborhood Development

Cycle Report

1313

OWNERS

APPLE, ELAINE EST C/O MO. BANK/ MARY MORRISETTE  
P.O. BOX 2329  
BLOOMINGTON, IN 47402

Prop. Location: 512 W DIXIE ST  
Date Inspected: 02/25/2011  
Inspectors: Norman Mosier  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 2  
Max # of Occupants: 3  
Foundation Type: Basement  
Attic Access: Yes  
Accessory Structure: Garage

INTERIOR:

Enclosed Front Porch:

No violations noted.

Living Room 11 x 9:

Repair/replace the cracked front door, and repair the door to latch properly. PM-303.15

Properly install a weather strip on the entrance door to exclude air infiltration as completely as possible, and to substantially exclude rain. PM-303.13

Kitchen:

Replace the loud garbage disposal. PM-504.1

Hallway:

No violations noted.

Attic:

No violations noted.

68



Bathroom:

Repair the doorknob to function as intended, knob falls off. PM-304.6

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster, left end of tub/shower. PM-304.3

S Bedroom 9 x 9:

No violations noted.

**Existing Egress Window Measurements: Dbl Hung: Const. Yr. - 1925**

**Height: 22 inches**

**Width: 29 inches**

**Sill Height: 25.5 inches**

**Openable Area: 4.43 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

---

N Bedroom 11 x 9:

No violations noted.

**Existing Egress Window Measurements: Dbl Hung: Const. Yr. - 1925**

**Height: 23.5 inches**

**Width: 27.25 inches**

**Sill Height: 25 inches**

**Openable Area: 4.45 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Closet:

No violations noted.

**BASEMENT**

Stairway:

No violations noted.

Main Room:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)	
Acceptable level in a living space:	9 ppm	
Maximum concentration for flue products:	50 ppm	PM-603.1

**GARAGE:**

Repair the door to fit the door jamb, and repair the door to latch properly. PM-303.15

Scrape and paint the entry door, paint deteriorated, wood exposed. PM-304.3

Clean debris from the roof, gutters and downspouts. PM-303.7

Remove the vines that are growing on the structure. PM-102.8, PM-302.4, & PM-303.1

**EXTERIOR:**

Clean debris from the roof, gutters and downspouts. PM-303.7

Remove the vines that are growing on the structure. PM-102.8, PM-302.4, & PM-303.1

Remove and properly dispose of yard waste/brush piles/dead limbs. PM-102.3 & PM-302.1

~~Trim all tree branches away from the siding and roofline to maintain a 3' clearance. PM-302.4.1~~

Secure guttering to the structure on the west side of structure. PM-303.7

Repair the NW gate on the fence to latch properly. PM-302.7.1

Replace the missing gutter on the east side of structure. PM-303.7

Repair the damaged basement window well frame and window cover. PM-303.13

Trim the dead limbs from the trees in the front yard. PM-302.4.1

Clear the overgrowth from the front (south) gate entrance to property. PM-301.2

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



**City of Bloomington  
Housing and Neighborhood Development**

**REMAINING VIOLATIONS REPORT**

**JUN 06 2011**

1313

**OWNERS**

APPLE, ELAINE EST C/O MO. BANK/ MARY MORRISETTE  
P.O. BOX 2329  
BLOOMINGTON, IN 47402

Prop. Location: 512 W DIXIE ST  
Date Inspected: 02/25/2011  
Inspectors: Norman Mosier  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 2  
Max # of Occupants: 3  
Foundation Type: Basement  
Attic Access: Yes  
Accessory Structure: Garage

**REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Housing-Property Maintenance Code of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under Section 16.12.100 of the Bloomington Municipal Code.

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.

**INTERIOR:**

**Enclosed Front Porch:**

No violations noted.

71

Living Room 11 x 9:

Repair/replace the cracked front door, and repair the door to latch properly. PM-303.15

Properly install a weather strip on the entrance door to exclude air infiltration as completely as possible, and to substantially exclude rain. PM-303.13

Kitchen:

Replace the loud garbage disposal. PM-504.1

Hallway:

No violations noted.

Attic:

No violations noted.

Bathroom:

Repair the doorknob to function as intended, knob falls off. PM-304.6

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster, left end of tub/shower. PM-304.3

S Bedroom 9 x 9:

No violations noted.

**Existing Egress Window Measurements: Dbl Hung: Const. Yr. - 1925**

**Height: 22 inches**

**Width: 29 inches**

**Sill Height: 25.5 inches**

**Openable Area: 4.43 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

N Bedroom 11 x 9:

No violations noted.

**Existing Egress Window Measurements: Dbl Hung: Const. Yr. - 1925**

**Height: 23.5 inches**

**Width: 27.25 inches**

**Sill Height: 25 inches**

**Openable Area: 4.45 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Closet:

No violations noted.

**BASEMENT**

Stairway:

No violations noted.

Main Room:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)	
Acceptable level in a living space:	9 ppm	
Maximum concentration for flue products:	50 ppm	PM-603.1

**GARAGE:**

Repair the door to fit the door jamb, and repair the door to latch properly. PM-303.15

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Clean debris from the roof, gutters and downspouts. PM-303.7

Remove the vines that are growing on the structure. PM-102.8, PM-302.4, & PM-303.1

**EXTERIOR:**

Clean debris from the roof, gutters and downspouts. PM-303.7

Remove the vines that are growing on the structure. PM-102.8, PM-302.4, & PM-303.1

Remove and properly dispose of yard waste/brush piles/dead limbs. PM-102.3 & PM-302.1

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When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)





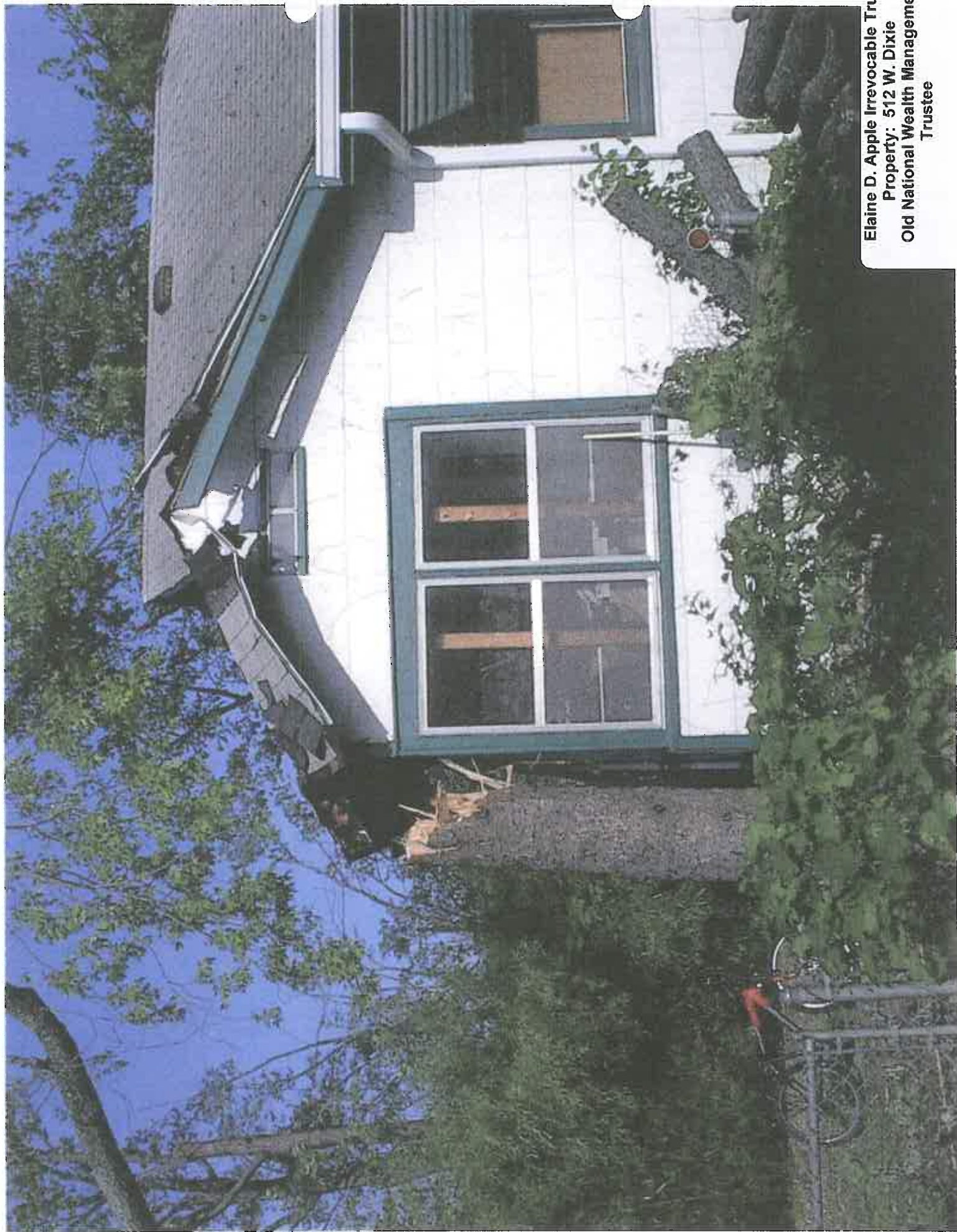
Elaine D. Apple Irrevocable Trust  
Property: 512 W. Dixie  
Old National Wealth Management  
Trustee





Elaine D. Apple Irrevocable Trust  
Property: 512 W. Dixie  
Old National Wealth Management  
Trustee

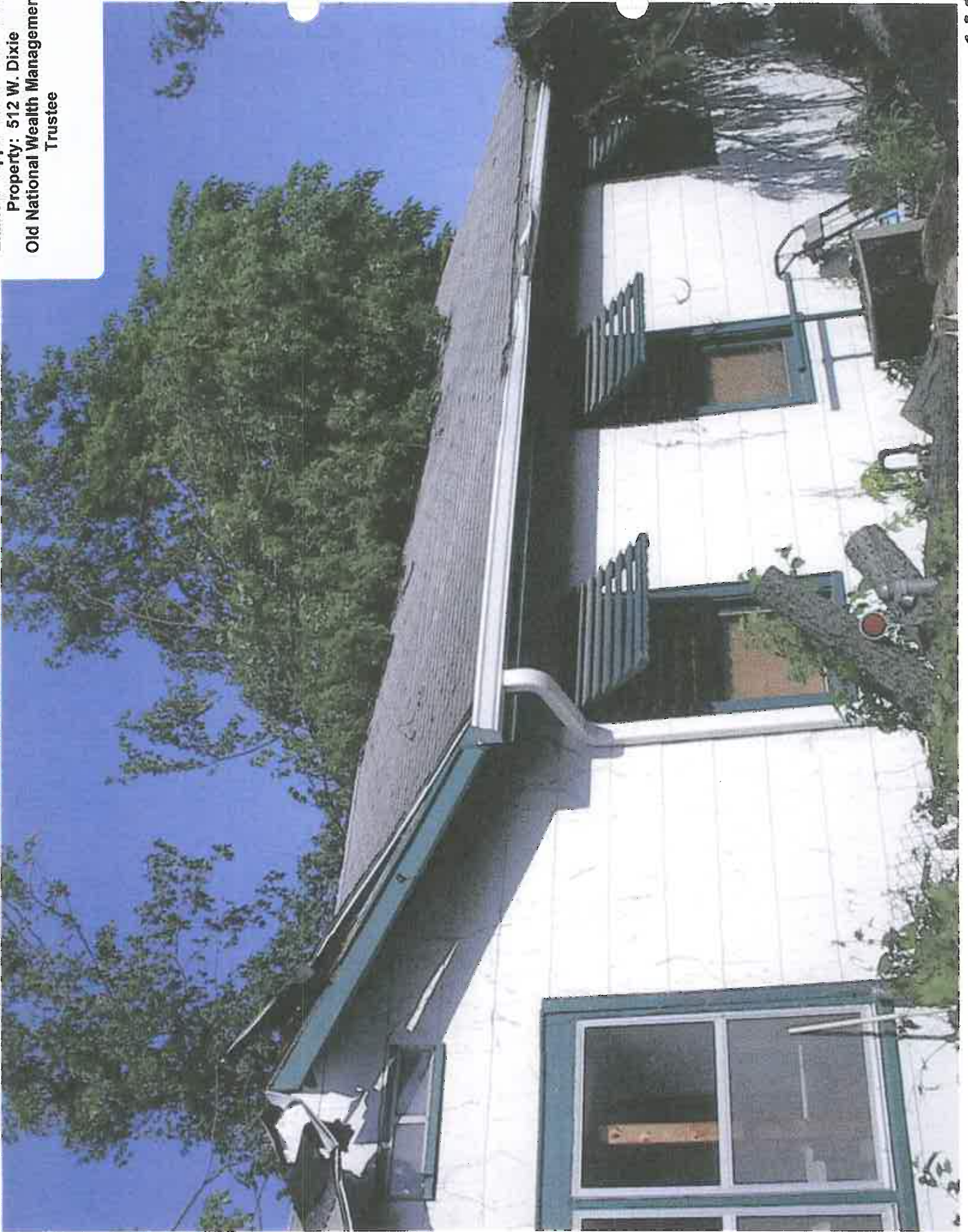




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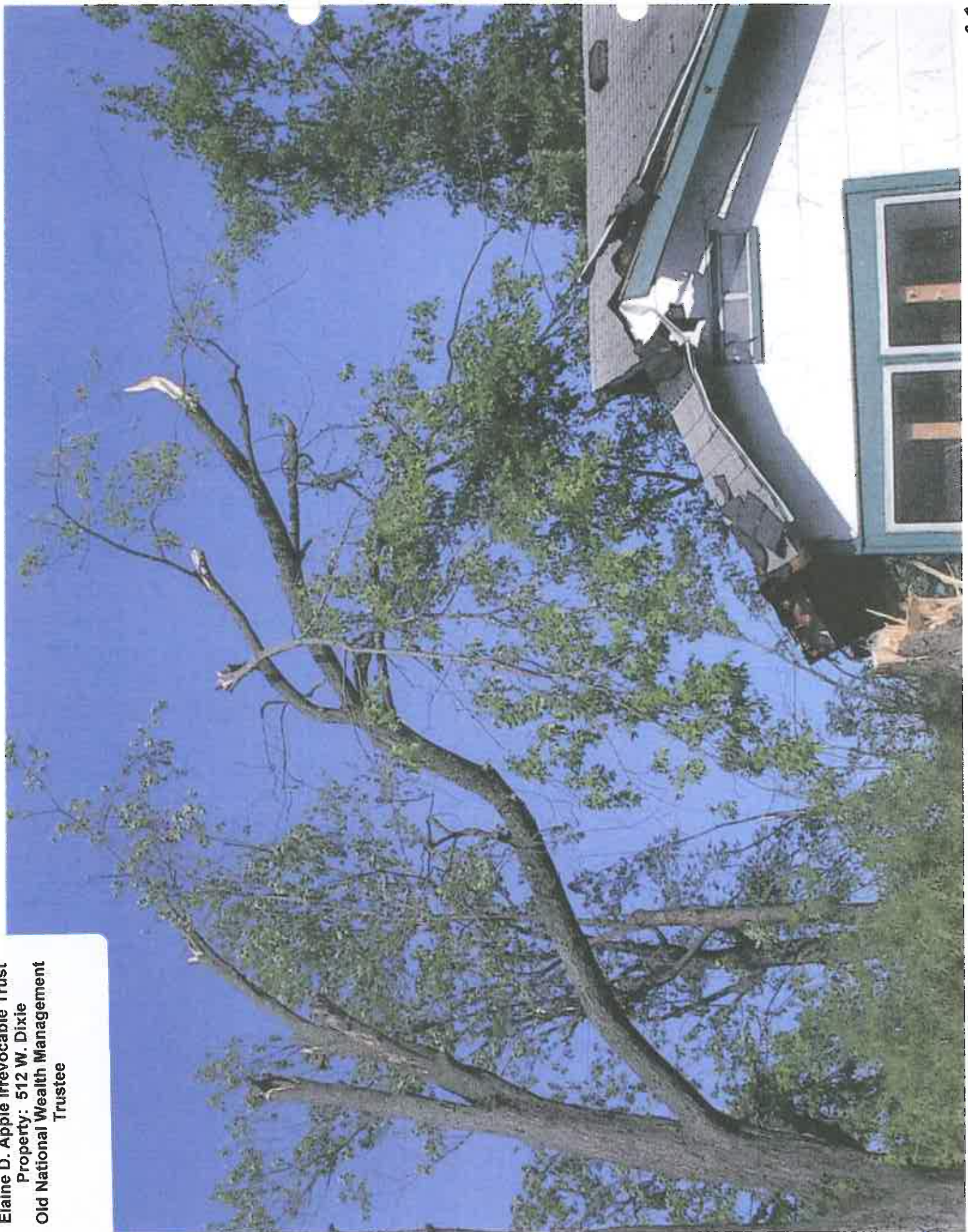


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Trustee





City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: July 13, 2011  
Petition Type: An extension of time to complete repairs  
Petition Number: 11-TV-95  
Address: 516 S. Jordan Ave.  
Petitioner: Laurence Ayres  
Inspector: John Hewett

Staff Report:	May 5, 2011	Conducted Cycle Inspection
	May 19, 2011	Report sent
	June 6, 2011	Received Appeal
	June 13, 2011	Received Fee

During the cycle inspection a number of items were cited including the glazing compound on the windows and deterioration of the concrete of the front stoop. The owner is asking for additional time to attend to these items.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: October 19, 2011

Attachments: Cycle Inspection Report, Petitioner's letter



RECEIVED  
JUN 06 2011

BY: \_\_\_\_\_

NO CV  
INCLUDED

Application For Appeal

To The

Board of Housing Quality Appeals

P.O. Box 100

Bloomington, IN 47402

812-349-3420

hand@bloomington.in.gov

3944

**Property Address:** 516 South Jordan Avenue Bloomington, Indiana 47401

**Petitioner's Name:** Laurence V. Ayres

**Address:** 1605 Snowbowl Road

**City:** Missoula

**State:** Montana

**Zip Code:** 59808

**Phone Number:** (406) 360-8757

**E-mail Address:** lvayres@msn.com

**Owner's Name:** Laurence V. Ayres

**Address:** 1605 Snowbowl Road

**City:** Missoula

**State:** Montana

**Zip Code:** 59808

**Phone Number:** 406-360-8757

**E-mail Address:** lvayres@msn.com

**Occupants:** Lauren Ayres; Jenn Hughes

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

Reminder:

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that month's agenda!

(Will be assigned by BHQA)

11-TV-95

Petition Number: \_\_\_\_\_

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

A. An extension of time to complete repairs.

1. Front porch concrete spalling on north corners and window pane glazing.

2. I have purchased materials to complete the repairs but have suffered weather related delays. Local contractors are also delayed such that a July 19, 2011 completion date using their services is unlikely. Also, a proper repair without lawn damage or work vehicles parked on Jordan Avenue requires careful planing on this property and probably my personal attendance. Given that the next new tenant is not moving in until late August, 2011, and that the front porch concrete spalling is not in the walking pathway to the entry of the house, it is not a safety problem, but one rather of esthetics. Likewise, the window glazing task is time consuming. All windows are enclosed behind storm windows and the home is efficiently air-conditioned, and therefore this problem is also one of esthetics. The remaining items on Mr. Hewetts' list are more easily accomplished and will be attended to first.

3. I request an extension of 3 months, to October 19, 2011 to properly complete these repairs.

Signature (Required):

*Laurence V. Ayres*

Name (Print): Laurence V. Ayres

Date: 6/1/11

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form



City of Bloomington  
Housing and Neighborhood Development

Cycle Report

3944

OWNERS

AYRES, LAURENCE V.  
1605 SNOWBOWL ROAD  
MISSOULA, MT 59808

AGENT

AYRES, LAUREN C.  
516 S. JORDAN AVE  
BLOOMINGTON IN 47401

Prop. Location: 516 S JORDAN AVE  
Date Inspected: 05/05/2011  
Inspectors: John Hewett  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 2

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 4  
Max # of Occupants: 3  
Foundation Type: Basement  
Attic Access: N/A  
Accessory Structure:

VARIANCE

07/23/2004 The Northeast room of the basement shall not be used for sleeping purposes.

**Monroe County Assessor's records indicate this structure was built in 1942.  
There were no minimum emergency egress requirements at the time of construction.**

Interior

Kitchen

12-10 x 8-5

Replace the empty fire extinguisher. A minimum 1A 10BC classification fire extinguisher shall be **mounted in a visible, accessible location, in or adjacent to the kitchen, away from the range, and in the path of egress.** The securing mechanism must be no more than 5 feet above the floor. PM-704.3.

Living room

11-8 x 20-3

Install a cover plate on the 220 volt outlet on the north wall. PM-605.1



Properly ground the electrical receptacle on the west wall. If the receptacle is on an ungrounded system, it is acceptable to install a 2-pole, ungrounded receptacle, or a GFCI receptacle. PM-605.1

SE bedroom

10-11 x 12-9

Properly ground the electrical receptacles. If the receptacles are on an ungrounded system, it is acceptable to install 2-pole, ungrounded receptacles, or a GFCI receptacles. PM-605.1

Existing Egress Window Measurements:

Height: 24.5 inches

Width: 34.75 inches

Sill Height: 27 inches

Openable Area: 5.9 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

SW bedroom

10-0 x 10-8

Properly ground the electrical receptacles. If the receptacles are on an ungrounded system, it is acceptable to install 2-pole, ungrounded receptacles, or a GFCI receptacles. PM-605.1

Existing Egress Window Measurements:

Height: 24.5 inches

Width: 26.75 inches

Sill Height: 27 inches

Openable Area: 4.55 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Bathroom

No violations noted.

Dining room

9-0 x 9-6

No violations noted.

2<sup>nd</sup> Floor

Bedroom

12-3 x 36-5

Existing Egress Window Measurements: casement

Height: 48 inches

Width: 24 inches

Sill Height: 24 inches

Openable Area: 8 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Basement

Bathroom

No violations noted.

Storage room 11-0 x 11-10

No violations noted.

S bedroom

10-7 x 11-1

Existing Egress Window Measurements:

Height: 33 inches

Width: 23 inches

Sill Height: 44 inches

Openable Area: 5.27 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Main room

No violations noted.

Laundry room

Eliminate all unused openings in service panel/junction box, by installing approved rigid knockout blanks. PM-604.3

Exterior

Replace all missing and cracked glaziers compound on the windows. PM-303.13.1

Repair the loose siding on the west wall. PM-303.6

Properly repair the front concrete porch floor to be in good repair. The surface of the slab shall be smooth and free of spalling and cracking. PM-303.10

Other requirements

Required documentation:

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector within 60 days of the date of the inspection **or a \$25.00 fine will be levied. BMC 16.12.050 (d)**

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: 13 July 2011

Petition Type: An extension of time to complete repairs

Petition Number: 11-TV-096

Address: 500 E. Graham Pl.

Petitioner: Candi Mullis

Inspector: Michael Arnold

Staff Report: 13 May 2011      Cycle Inspection  
23 May 2011      Sent Report  
14 June 2011      Received Appeal

During the cycle inspection it was noted that the egress windows do not meet the minimum requirements for emergency egress for structures built in 1983. The petitioner is requesting additional time to request a variance from the Indiana Department of Homeland Security.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadlines stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: 27 July 2011      Hallway Smoke Detector  
13 September 2011      All other violations

Attachments: Inspection Report, Application



**Application For Appeal  
To The  
Board of Housing Quality Appeals**  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

**RECEIVED**  
JUN 13 2011

BY: \_\_\_\_\_

**Property Address:** 500 E Graham Place

**Petitioner's Name:** Candi Mullis

**Address:** 621 N Walnut St/ PO Box 1112

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47402

**Phone Number:** (812) 339-2115

**E-mail Address:** cmullis@parkermgt.com

**Owner's Name:** Norman Grandos

**Address:** 5605 Autumn Woods Trail

**City:** Fort Wayne

**State:** Indiana

**Zip Code:** 46835

**Phone Number:** 260-486-5152

**E-mail Address:** \_\_\_\_\_

**Occupants:** Stacey Foley

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

11-TV-96

Petition Number: \_\_\_\_\_

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

I am requesting an extension of time to complete repairs to allow the State of Indiana Dept. of Homeland Security to complete the window egress variance requested. The next board meeting for a variance will be August 2, 2011. I am requesting an extension of time till August 15, 2011.

Signature (Required):

*Candi Mullis*

Name (Print): Candi Mullis

Date: 6/2/11

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form

Cycle Report

417

OWNERS

=====

GRANDOS, NORMAN  
5605 AUTUMN WOODS TRAIL  
FORT WAYNE, IN 46835

AGENT

=====

PARKER REAL ESTATE MANAGEMENT  
PO BOX 1112  
BLOOMINGTON IN 47402

Prop. Location: 500 E GRAHAM PL  
Date Inspected: 05/13/2011  
Inspectors: Mike Arnold  
Primary Heat Source: Electric  
Property Zoning: RM  
Number of Stories: 2

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 4  
Max # of Occupants: 5  
Foundation Type: Basement  
Attic Access: Yes  
Accessory Structure: none

**Notes:**

**According to Monroe County records, this structure was built in 1983. The minimum requirements for emergency egress at that time were:**

Height: 24 inches  
Width: 18 inches  
Sill Height: 48 inches  
Openable Area: 4.75sq. ft.

**Interior:**

**Lower Level:**

**Main Room:**

**This room is not approved for sleeping purposes. A tenant violation has been issued.**

Repair the hole in the paneling adjacent to the door to the rear room. PM-304.3

**West Room (12-0 x 10-0):**

The emergency egress window does not meet the minimum requirements for a one and two family dwelling/multi-unit structure built in 1983:

Openable area required:	4.75sq. ft.	Existing area:	4.67sq. ft.
Clear width required:	18"	Existing width:	34.5"
Clear height required:	24"	Existing height:	19.5"
Maximum sill height:	48" above finished floor	Existing sill:	38"

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.02.040 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**Utility/Bathroom:**

No violations noted

**Main Level:**

**Entryway:**

Seal the flooring at the entry door. PM-304.3

**Living Room (15-6 x 13-7):**

Provide operating power to smoke detector. PM-704.1

Replace the missing handle on the sliding door. PM-303.15

**Kitchen (10-5 x 7-1), ½ Bathroom:**

No violations noted.

**Upper Level:**

**Front Bedroom (13-9 x 9-8), Middle Bedroom (9-7 x 8-2):**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983.

Openable area required:	4.75sq. ft.	Existing area:	5.1 sq. ft.
Clear width required:	18"	Existing width:	31.25"
Clear height required:	24"	Existing height:	23.5"
Maximum sill height:	48" above finished floor	Existing sill:	32"

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.02.040 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**Rear Bedroom (11-6 x 8-5):**

This egress window is blocked by the placement of furniture. A tenant violation has been sent.



**Measure this window at reinspection.**

No violations noted

**Bathroom:**

Scrape and paint interior surfaces where paint is peeling or wood is exposed. PM-304.3

Repair the water damage at the wall on both ends of the front of the tub. PM-304.3

**Hallway:**

Secure the smoke detector to the wall. PM-704.1

**Attic:**

Not accessible

**Exterior:**

Label the main electrical shutoff to the unit. PM- 605.1

**Required Documentation:**

Complete the enclosed registration form. A street address is required for both owner and agent. This form must be signed by the owner. BMC16.12.060

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: 13 July 2011

Petition Type: An extension of time to complete repairs

Petition Number: 11-TV-097

Address: 507 E. Graham Pl.

Petitioner: Candi Mullis

Inspector: Michael Arnold

Staff Report: 13 May 2011      Cycle Inspection  
                  23 May 2011      Sent Report  
                  14 June 2011     Received Appeal

During the cycle inspection it was noted that the egress windows do not meet the minimum requirements for emergency egress for structures built in 1983. The petitioner is requesting additional time to request a variance from the Indiana Department of Homeland Security.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: 13 September 2011

Attachments: Inspection Report, Application



**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

**RECEIVED**  
JUN 13 2011

**Property Address:** 507 E Graham Place

**Petitioner's Name:** Candi Mullis

**Address:** 621 N Walnut St/ PO Box 1112

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47402

**Phone Number:** (812) 339-2115

**E-mail Address:** cmullis@parkermgt.com

**Owner's Name:** Richard Lin

**Address:** 959 Clinton Rd

**City:** Los Altos

**State:** California

**Zip Code:** 94024

**Phone Number:** 760-735-5847

**E-mail Address:**

**Occupants:** Drew Simmonds, Steven Sullivan

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

11-TV-97

Petition Number: \_\_\_\_\_

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

I am requesting an extension of time to complete repairs to allow the State of Indiana Dept. of Homeland Security to complete the window egress variance requested. The next board meeting for a variance will be August 2, 2011. I am requesting an extension of time till August 15, 2011.

Signature (Required):

*Candi Mullis*

Name (Print): Candi Mullis

Date: 6/2/11

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form

Cycle Report

423

OWNERS

=====

LIN, RICHARD  
959 CLINTON ROAD  
LOS ALTOS, CA 94024

AGENT

=====

PARKER REAL ESTATE MANAGEMENT  
PO BOX 1112  
BLOOMINGTON IN 47402

Prop. Location: 507 E GRAHAM PL  
Date Inspected: 05/13/2011  
Inspectors: Mike Arnold  
Primary Heat Source: Electric  
Property Zoning: RM  
Number of Stories: 2

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 4  
Max # of Occupants: 5  
Foundation Type: Basement  
Attic Access: Yes  
Accessory Structure: none

**Notes:**

**According to Monroe County records, this structure was built in 1983. The minimum requirements for emergency egress at that time were:**

**Height: 24 inches**  
**Width: 18 inches**  
**Sill Height: 48 inches**  
**Openable Area: 4.75sq. ft.**

**Interior:**

**Lower Level:**

**Main Room:**

The emergency egress window does not meet the minimum requirements for a **one and two family dwelling/multi-unit structure** built in **1983**:

<b>Openable area required:</b>	<b>4.75sq. ft.</b>	<b>Existing area:</b>	<b>4.67sq. ft.</b>
Clear width required:	18"	Existing width:	34.5"
<b>Clear height required:</b>	<b>24"</b>	<b>Existing height:</b>	<b>19.5"</b>
Maximum sill height:	48" above finished floor	Existing sill:	38"

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the **window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance** with the Indiana Fire and Building Safety Commission. BMC-16.02.040 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm).

Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**Utility/Bathroom:**

Seal the floor along the wall adjacent to the stool. PM-304.4

**Main Level:**

**Living Room (15-6 x 13-7), ½ Bathroom:**

No violations noted.

**Kitchen (10-5 x 7-1):**

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

**Upper Level:**

**Front Bedroom (13-9 x 9-8), Middle Bedroom (9-7 x 8-2), Rear Bedroom (11-6 x 8-5):**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1983.

Openable area required:	4.75sq. ft.	Existing area:	5.1 sq. ft.
Clear width required:	18"	Existing width:	31.25"
<b>Clear height required:</b>	<b>24"</b>	<b>Existing height:</b>	<b>23.5"</b>
Maximum sill height:	48" above finished floor	Existing sill:	32"

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.02.040 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

**Bathroom:**

No violations noted

**Attic:**

Not accessible

**Exterior:**

Label the main electrical shutoff to the unit. PM- 605.1



**Required Documentation:**

Complete the enclosed registration form. A street address is required for both owner and agent. This form must be signed by the owner. BMC16.12.060

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: July 13, 2011

Petition Type: An extension of time to complete repairs and to secure a state egress variance from the Fire Prevention and Building Safety Commission, Department of Homeland Security.

Petition Number: 11-TV-98

Address: 1736 N. Lincoln St.

Petitioner: Candi Mullis/Parker Real Estate Mgmt.

Inspector: Norman Mosier

Staff Report: May 9, 2011 – Conducted Cycle Inspection  
June 14, 2011 – Received BHQA Appeal

Petitioner is requesting an extension of time to complete repairs and to apply to the State of Indiana for and egress window variance from the Fire Prevention and Building Safety Commission, Department of Homeland Security.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: August 15, 2011 For all Violations  
September 13, 2011 For the State Egress Variance

Attachments: Cycle Report, BHQA Application, Petitioner's Letter



**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

**RECEIVED**  
JUN 13 2011

BY: \_\_\_\_\_

**Property Address:** 1736 N Lincoln St

**Petitioner's Name:** Candi Mullis

**Address:** 621 N Walnut St/ PO Box 1112

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47402

**Phone Number:** (812) 339-2115

**E-mail Address:** cmullis@parkermgt.com

**Owner's Name:** Chesters Rentals, LLC

**Address:** 1924 S. Dan Jones Rd

**City:** Avon

**State:** Indiana

**Zip Code:** 46123

**Phone Number:** 317-563-2845

**E-mail Address:**

**Occupants:** Mitchell Morris, Jared Harnish

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

11-TV-98

Petition Number: \_\_\_\_\_

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

I am requesting an extension of time to complete repairs to allow the State of Indiana Dept. of Homeland Security to complete the window egress variance requested. The next board meeting for a variance will be August 2, 2011. I am requesting an extension of time till August 15, 2011.

Signature (Required):

*Candi Mullis*

*6/2/11*

Name (Print): Candi Mullis

Date:

6/2/11

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form



**City of Bloomington  
Housing and Neighborhood Development**

**Cycle Report**

3521

**OWNERS**

CHESTERS RENTALS, LLC  
1924 S. DAN JONES ROAD  
AVON, IN 46123

**AGENT**

PARKER REAL ESTATE MGMT.  
P.O. Box 1112  
Bloomington, In. 47402

Prop. Location: 1736 N LINCOLN ST  
Date Inspected: 05/09/2011  
Inspectors: Norman Mosier  
Primary Heat Source: Electric  
Property Zoning: RH  
Number of Stories: 2

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 2  
Max # of Occupants: 4  
Foundation Type: Crawl Space  
Attic Access: Yes  
Accessory Structure: None

**Egress multi-family 89 - 91**

The Monroe County Assessor's records indicate that this structure was built in 1990.  
Minimum egress requirements for a multi- family structure built or altered between 1989  
and 1991 are: Openable area: 5.7 Sq. Ft.  
Clear width: 20 inches  
Clear height: 24 inches  
Sill height: 44 inches

**INTERIOR:**

**Living Room 17 x 12:**

No violations noted.

**Kitchen:**

Repair the GFCI to the left of sink to have correct polarity, hot/neutral reverse. PM-605.1

**Bath/Laundry room:**

Secure toilet to its mountings. PM-504.1



## UPSTAIRS

### Stairway/Hallway:

No violations noted.

### W Bedroom 13 x 10-6, E Bedroom 13 x 11:

**Existing Egress Window Measurements: Dbl Hung pop out: Const. Yr. - 1990**

**Height: 20 inches**

**Width: 35 inches**

**Sill Height: 36 inches**

**Openable Area: 4.86 sq. ft.**

The emergency egress window does not meet the minimum requirements for a multi-unit structure built in 1990:

**Openable area required: 5.7 sq. ft.**

**Existing area: 4.86sq. ft.**

Clear width required: 20 inches

Existing width: 35 inches

Clear height required: 24 inches

Existing height: 20 inches

Maximum sill height: 44" above finished floor

Existing sill: 36 " above finished floor

The emergency egress window does not meet the minimum code requirements for the time the structure was built. For that reason, the City will not issue a rental permit until either the window is altered or replaced to meet the code requirement at the time of construction, or you apply for an egress variance with the Indiana Fire and Building Safety Commission. BMC-16.04.020 (b).

The State variance application forms are available at the *Department of Homeland Security* on the *Fire Prevention and Building Safety Commission's* web site at [www.in.gov/dhs/2375.htm](http://www.in.gov/dhs/2375.htm). Scroll down to *Downloadable Forms and Documents* and click on *Variance Application and Instructions*. If you need any further clarification, the Commission can be reached at 317.233.5341.

### W Bath/Shower Room:

No violations noted.

### Toilet Room:

No violations noted.

### E Bath/Shower Room:

No violations noted.

### Attic:

No violations noted.

### Crawlspace:

No violations noted.

**EXTERIOR:**

Properly label electrical service/meter disconnects with corresponding unit numbers. PM-701.2

**Required Documentation:**

Complete the enclosed registration form. A street address is required for both owner and agent. This form must be signed by the owner. BMC16.12.060

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: July 13, 2011  
Petition Type: An extension of time to complete repairs  
Petition Number: 11-TV-99  
Address: 511 N. Fess Ave.  
Petitioner: Dennis Long  
Inspector: Norman Mosier  
Staff Report: March 17, 2011 - Conducted Cycle Inspection  
June 6, 2011 Conducted Re-inspection

Petitioner is requesting an extension of time to completely renovate unit # 8. This renovation was in progress and noted in the Cycle Inspection Report. Petitioner is requesting until July 20, 2011 to have the renovation completed.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: August 20, 2011

Attachments: Cycle Report, Remaining Violations Report, Petitioner's Letter.



**RECEIVED**  
JUN 10 2011  
BY: \_\_\_\_\_

**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

**Property Address:** 511 N. Fess

**Petitioner's Name:** Dennis Long

**Address:** 4409 Scenic Drive

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47408

**Phone Number:** (812) 322-4058

**E-mail Address:** longrealestate@comcast.net

**Owner's Name:** Long Real Estate Investments L.P.

**Address:** same

**City:**

**State:**

**Zip Code:**

**Phone Number:**

**E-mail Address:**

**Occupants:**

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

11-TV-99

Petition Number: \_\_\_\_\_

///

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

A: an extension of time to complete repairs is requested for Unit #8 until July 20th 2011. This unit is being completely redecorated. The Unit is not currently occupied. The unit will not be occupied until Aug. 15 2011.

Signature (Required):

*Dennis Long A.P.*

Name (Print): Dennis Long General Partner

Date: 6/9/11

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.







City of Bloomington  
Housing and Neighborhood Development

JUN 01 2011

Remaining Violations Report

387

OWNERS

LONG REAL ESTATE LLP  
4409 SCENIC DRIVE  
BLOOMINGTON, IN 47408

Prop. Location: 511 N FESS AVE  
Date Inspected: 03/17/2011  
Inspectors: Norman Mosier  
Primary Heat Source: Other  
Property Zoning: RM  
Number of Stories: 2

Number of Units/Structures: 8 / 1  
Number of Bedrooms: 5-1br; 2 eff.; 1-2br.  
Max # of Occupants: 2 per 1br.; 2 per eff.; 4 per 2br.  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

VARIANCE

04/14/2004 Special exception to the minimum light and ventilation requirements in the bathrooms of units #5 and #6.

REINSPECTION REQUIRED

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Housing-Property Maintenance Code of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under Section 16.12.100 of the Bloomington Municipal Code.

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.

113

**NOTE:**

- ☞ All fire extinguishers must be inspected every 30 days and a record of that inspection shall be kept. Metal head extinguishers shall be subjected to maintenance at intervals of not more than one (1) year and shall have a tag or label securely attached that indicates the month and year the maintenance was performed as well as the identity of the person/company performing the service. Metal head extinguishers must be recharged every six years and hydro-tested every 12 years per NFPA-10. Plastic head extinguishers must be replaced every 12 years per NFPA-10. PM-704.3
- ☞ This report has a sixty (60) day compliance deadline from the date the report is mailed from the Housing and Neighborhood Development Department (HAND) office unless otherwise stated following the individual listing of the violation(s). Failure to meet the deadline may result in the matter being turned over to the City of Bloomington Legal Department for the levying of fines and possible litigation.
- ☞ Only Units/Rooms with violations shall be listed on this report.

**EGRESS WINDOW MEASUREMENTS ARE AS FOLLOWS FOR UNITS 1 THROUGH 5**

**Existing Egress Window Measurements: Casement: Const. Yr. - 1925**

**Height: 49 inches**

**Width: 17 inches**

**Sill Height: 23 inches**

**Openable Area: 5.78 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**INTERIOR:**

**South Entry Hallway:**

Repair the entry door to latch properly. PM-303.15

**Unit 1 (1 Bedroom)**

**Living Room 20 x 13, + 11 x 8-6:**

Repair the entry door to latch properly. PM-303.15

**Kitchen 12 x 7:**

Properly install or replace the aerator on sink faucet so that it functions as intended. PM-504.1

Replace the broken smoke detector. PM-704.1

Re-locate the smoke detector in an approved location. If wall mounted, it shall be located between 6 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4 inches from the wall. PM-704.1

Bathroom:

Repair the door to latch properly. PM-304.6

Repair the broken cold water faucet to function as intended. PM-504.1

Bedroom 13-6 x 11:

Replace the old smoke detector. PM-704.1

Re-locate the smoke detector in an approved location. If wall mounted, it shall be located between 6 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4 inches from the wall. PM-704.1

UNIT 2 (EFF.)

Main Room 23 x 13-6:

Repair or replace existing smoke detector in a manner so that it functions as intended. PM-704.1

Kitchen:

Repair the faucet to eliminate the constant dripping. PM-504.1

Properly install or replace the aerator on sink faucet so that it functions as intended. PM-504.1

Bathroom:

Repair the door to latch properly. PM-304.6

Repair the leaking hot water faucet handle on the sink to function as intended. PM-504.1

Repair the exhaust fan to function as intended, clanking fan. PM-603.1

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster. PM-304.3

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. PM-304.3

UNIT 3 (1 Bedroom)

Kitchen:

Properly install or replace the aerator on sink faucet so that it functions as intended. PM-504.1

Repair the leaking sink faucet neck. PM-504.1

Bathroom:

Repair the door to fit the door jamb and to latch properly. PM-304.6

The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks (repair faucet in a manner so that there is adequate water pressure and volume to the sink). PM-505.3

Bedroom 13-6 x 11:

Repair the door to fit the door jamb and to latch properly. PM-304.6

UNIT 4 (EFF.)

Living Room 23 x 13-6:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. PM-304.3

Kitchen:

Repair the stove burners to light as intended. PM-603.1

Bathroom:

Repair/replace the loud exhaust fan. PM-603.1

NORTH ENTRANCE

Entryway:

Repair the door to latch properly. PM-303.15

Lower Landing:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials, @ south end of hallway. PM-304.3

Stairway:

Secure the handrail so it is capable of withstanding normally imposed loads. PM-304.5 (interior)

UNIT 5 (1 Bedroom)

Living Room 20 x 13 + 11 x 8-6:

Repair the entry door to latch properly. PM-303.15

Bathroom:

Repair the door to latch properly. PM-303.15

Seal edge of floor covering adjacent to bathtub. PM-304.1

Repair the cold water faucet on the sink, eliminate the constant dripping. PM-504.1

Bathroom: (continued)

Replace the broken cold water faucet handle. PM-504.1

Bedroom 13-6 x 11:

Tighten the loose receptacle on the north wall and replace the missing cover plate.  
PM-605.1

**Existing Egress Window Measurements: Casement: Const. Yr. - 1925**

**Height: 37 inches**

**Width: 16 inches**

**Sill Height: 33 inches**

**Openable Area: 4.11 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**UNIT 6 (EFF.)**

Entry Hallway:

Repair the door to latch properly. PM-303.15

Bathroom:

Seal edge of floor covering adjacent to bathtub. PM-304.1

Secure the loose GFCI receptacle adjacent to the mirror. PM-605.1

Kitchen:

Properly ground the electrical receptacle @ sink. If the receptacle is on an ungrounded system, it is acceptable to install a 2-pole, ungrounded receptacle, or a GFCI receptacle.  
PM-605.1

Bedroom 14 x 10:

**Existing Egress Window Measurements: Casement: Const. Yr. - 1925**

**Height: 37 inches**

**Width: 16 inches**

**Sill Height: 33 inches**

**Openable Area: 4.11 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**



**UNIT 7**

**Bedroom 11 x 10-10:**

**Existing Egress Window Measurements: Casement: Const. Yr. - 1925**

**Height: 37 inches**

**Width: 20.5 inches**

**Sill Height: 33 inches**

**Openable Area: 5.26 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**Kitchen:**

C Properly install or replace the aerator on sink faucet so that it functions as intended.  
PM-504.1

C Repair the faucet sprayer on the sink to function as intended by the manufacturer, or remove and properly terminate the line for the sprayer. PM-504.1

**UNIT 8, NOTE:** Finish turnover of unit, will check @ re-inspection.

**Bedrooms:**

**Existing Egress Window Measurements: Slider: Const. Yr. - 1925**

**Height: 34.5 inches**

**Width: 16 inches**

**Sill Height: 43 inches**

**Openable Area: 3.83 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**Lower Level Hallway:**

**Water Heater Closet:**

C Re-attach the bi-fold doors to stay in the track, function as intended. PM-304.6

**EXTERIOR:**

C Clean debris from the roof, gutters and downspouts. PM-303.7

C Replace the missing and deteriorated (cracked and peeling) glazing compound on the windows.  
PM-303.13

C Secure the loose conduit on the north side of structure. PM-605.1

C Repair the deteriorated front porch steps. PM-302.3

**OTHER REQUIREMENTS:**

**Required documentation:**

N/G A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.12.050 (d)

**Boiler Room:**

C Boiler(s) are to be inspected every twelve months as per Indiana Code. A completed copy of the State of Indiana final Boiler Inspection report stating that the system is functioning as intended must be reviewed by this office before a Rental Occupancy Permit will be issued. PM-102.3, PM-504.1, & PM-603.1

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



**City of Bloomington  
Housing and Neighborhood Development**

**Cycle Report**

387

**OWNERS**

LONG REAL ESTATE LLP  
4409 SCENIC DRIVE  
BLOOMINGTON, IN 47408

Prop. Location: 511 N FESS AVE  
Date Inspected: 03/17/2011  
Inspectors: Norman Mosier  
Primary Heat Source: Other  
Property Zoning: RM  
Number of Stories: 2

Number of Units/Structures: 8 / 1  
Number of Bedrooms: 5-1br; 2-Eff., 1-2br.  
Max # of Occupants: 1 bd-2 ea., Eff.-2ea., 2 bd- 2ea.  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

**VARIANCE**

04/14/2004 Special exception to the minimum light and ventilation requirements in the  
bathrooms of units #5 and #6.

**NOTE:**

- ☞ All fire extinguishers must be inspected every 30 days and a record of that inspection shall be kept. Metal head extinguishers shall be subjected to maintenance at intervals of not more than one (1) year and shall have a tag or label securely attached that indicates the month and year the maintenance was performed as well as the identity of the person/company performing the service. Metal head extinguishers must be recharged every six years and hydro-tested every 12 years per NFPA-10. Plastic head extinguishers must be replaced every 12 years per NFPA-10. PM-704.3
- ☞ This report has a sixty (60) day compliance deadline from the date the report is mailed from the Housing and Neighborhood Development Department (HAND) office unless otherwise stated following the individual listing of the violation(s). Failure to meet the deadline may result in the matter being turned over to the City of Bloomington Legal Department for the levying of fines and possible litigation.
- ☞ Only Units/Rooms with violations shall be listed on this report.

EGRESS WINDOW MEASUREMENTS ARE AS FOLLOWS FOR UNITS 1 THROUGH 5

**Existing Egress Window Measurements: Casement: Const. Yr. - 1925**

**Height: 49 inches**

**Width: 17 inches**

**Sill Height: 23 inches**

**Openable Area: 5.78 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**INTERIOR:**

South Entry Hallway:

Repair the entry door to latch properly. PM-303.15

**Unit 1** (1 Bedroom)

Living Room 20 x 13, + 11 x 8-6:

Repair the entry door to latch properly. PM-303.15

Kitchen 12 x 7:

Properly install or replace the aerator on sink faucet so that it functions as intended.  
PM-504.1

Replace the broken smoke detector. PM-704.1

Re-locate the smoke detector in an approved location. If wall mounted, it shall be located between 6 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4 inches from the wall. PM-704.1

Bathroom:

Repair the door to latch properly. PM-304.6

Repair the broken cold water faucet to function as intended. PM-504.1

Bedroom 13-6 x 11:

Replace the old smoke detector. PM-704.1

Re-locate the smoke detector in an approved location. If wall mounted, it shall be located between 6 and 12 inches from the ceiling. If ceiling mounted, it shall be located at least 4 inches from the wall. PM-704.1

**UNIT 2** (EFF.)

Main Room 23 x 13-6:

Repair or replace existing smoke detector in a manner so that it functions as intended.  
PM-704.1

Kitchen:

Repair the faucet to eliminate the constant dripping. PM-504.1

Properly install or replace the aerator on sink faucet so that it functions as intended.  
PM-504.1

Bathroom:

Repair the door to latch properly. PM-304.6

Repair the leaking hot water faucet handle on the sink to function as intended. PM-504.1

Repair the exhaust fan to function as intended, clanking fan. PM-603.1

Interior walls shall be free of holes, cracks, peeling paint and deteriorated drywall/plaster.  
PM-304.3

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. PM-304.3

**UNIT 3** (1 Bedroom)

Kitchen:

Properly install or replace the aerator on sink faucet so that it functions as intended.  
PM-504.1

Repair the leaking sink faucet neck. PM-504.1

Bathroom:

Repair the door to fit the door jamb and to latch properly. PM-304.6

The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks (repair faucet in a manner so that there is adequate water pressure and volume to the sink).  
PM-505.3

Bedroom 13-6 x 11:

Repair the door to fit the door jamb and to latch properly. PM-304.6

**UNIT 4** (EFF.)

Living Room 23 x 13-6:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. PM-304.3

Kitchen:

Repair the stove burners to light as intended. PM-603.1



Bathroom:

Repair/replace the loud exhaust fan. PM-603.1

**NORTH ENTRANCE**

Entryway:

Repair the door to latch properly. PM-303.15

Lower Landing:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials, @ south end of hallway. PM-304.3

Stairway:

Secure the handrail so it is capable of withstanding normally imposed loads.  
PM-304.5 (interior)

**UNIT 5 (1 Bedroom)**

Living Room 20 x 13 + 11 x 8-6:

Repair the entry door to latch properly. PM-303.15

Bathroom:

Repair the door to latch properly. PM-303.15

Seal edge of floor covering adjacent to bathtub. PM-304.1

Repair the cold water faucet on the sink, eliminate the constant dripping. PM-504.1

Replace the broken cold water faucet handle. PM-504.1

Bedroom 13-6 x 11:

Tighten the loose receptacle on the north wall and replace the missing cover plate.  
PM-605.1

**Existing Egress Window Measurements: Casement: Const. Yr. - 1925**

**Height: 37 inches**

**Width: 16 inches**

**Sill Height: 33 inches**

**Openable Area: 4.11 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**UNIT 6 (EFF.)**

Entry Hallway:

Repair the door to latch properly. PM-303.15

Bathroom:

Seal edge of floor covering adjacent to bathtub. PM-304.1

Secure the loose GFCI receptacle adjacent to the mirror. PM-605.1

Kitchen:

Properly ground the electrical receptacle @ sink. If the receptacle is on an ungrounded system, it is acceptable to install a 2-pole, ungrounded receptacle, or a GFCI receptacle. PM-605.1

Bedroom 14 x 10:

**Existing Egress Window Measurements: Casement: Const. Yr. - 1925**

**Height: 37 inches**

**Width: 16 inches**

**Sill Height: 33 inches**

**Openable Area: 4.11 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

UNIT 7

Bedroom 11 x 10-10:

**Existing Egress Window Measurements: Casement: Const. Yr. - 1925**

**Height: 37 inches**

**Width: 20.5 inches**

**Sill Height: 33 inches**

**Openable Area: 5.26 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Kitchen:

Properly install or replace the aerator on sink faucet so that it functions as intended. PM-504.1

Repair the faucet sprayer on the sink to function as intended by the manufacturer, or remove and properly terminate the line for the sprayer. PM-504.1

**UNIT 8, NOTE:** Finish turnover of unit, will check @ re-inspection.

**Bedrooms:**

**Existing Egress Window Measurements: Slider: Const. Yr. - 1925**

**Height: 34.5 inches**

**Width: 16 inches**

**Sill Height: 43 inches**

**Openable Area: 3.83 sq. ft.**

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**Lower Level Hallway:**

**Water Heater Closet:**

Re-attach the bi-fold doors to stay in the track, function as intended. PM-304.6

**EXTERIOR:**

Clean debris from the roof, gutters and downspouts. PM-303.7

Replace the missing and deteriorated (cracked and peeling) glazing compound on the windows.  
PM-303.13

Secure the loose conduit on the north side of structure. PM-605.1

Repair the deteriorated front porch steps. PM-302.3

**OTHER REQUIREMENTS:**

**Required documentation:**

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.12.050 (d)

**Boiler Room:**

Boiler(s) are to be inspected every twelve months as per Indiana Code. A completed copy of the State of Indiana final Boiler Inspection report stating that the system is functioning as intended must be reviewed by this office before a Rental Occupancy Permit will be issued. PM-102.3, PM-504.1, & PM-603.1

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: July 13, 2011  
Petition Type: An extension of time to complete repairs  
Petition Number: 11-TV-100  
Address: 1033 E. Maxwell Lane  
Petitioner: William Coulter  
Inspector: Jo Stong  
Staff Report: June 6, 2011: Conducted cycle inspection  
June 8, 2011: Sent report  
June 14, 2011: Received appeal

During a cycle inspection violations of the Property Maintenance Code were noted. The petitioner is seeking an extension of time until September 15, 2011 for completion of repairs. Petitioner states that the tenants will be moving out in mid-August, and that the property will then be vacant for a few months. He will service or replace the fire extinguisher before the original deadline of August 8, 2011.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: August 8, 2011 to service or replace the fire extinguisher.  
September 15, 2011 for all other violations.

Attachments: Cycle report, appeal



**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

**Property Address:** 1033 E. Maxwell Lane

**Petitioner's Name:** William Coulter

**Address:** 715 S. Park Ave.

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47401

**Phone Number:** (812) 322-4994

**E-mail Address:** wicoulte@gmail.com

**Owner's Name:** William Coulter

**Address:** 715 S. Park Ave.

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47401

**Phone Number:** 812-322-4994

**E-mail Address:** wicoulte@gmail.com

**Occupants:** Ryan Harvey, Allison Kowalinski

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

Reminder:

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

11-TV-100

Petition Number: \_\_\_\_\_



In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

I request an extension of time to complete repairs for the convenience of the current occupants and the people doing the work. The current lease expires in mid-August and will be vacant for a few months. Rather than disturb the tenants and complicate the repair process, I would like to begin the repairs in the latter half of August, to be completed by September 15th. I will service the fire extinguisher before the original deadline.

**Signature (Required):** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_ **Date:** 6/13/11

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

**Print Form**



**City of Bloomington  
Housing and Neighborhood Development**

**Cycle Report**

3711

**OWNERS**

=====

COULTER, WILLIAM V.  
715 S. PARK AVE.  
BLOOMINGTON, IN 47401

Prop. Location: 1033 E MAXWELL LN  
Date Inspected: 06/06/2011  
Inspectors: Jo Stong  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 3  
Max # of Occupants: 3  
Foundation Type: Crawl Space  
Attic Access: No  
Accessory Structure: None

Monroe County Assessor's records indicate this structure was built in 1959.  
There were no requirements for emergency egress at the time of construction.

**INTERIOR:**

Living Room (16-2 x 13-7):

Repair and paint the crack in the ceiling at the entry to the hallway. PM-304.3

Hallway:

Clean the return air grille and change the filter if one is required. PM-603.1

Southwest Bedroom (11-6 x 10-1):

No violations noted.

Existing Egress Window Measurements (double-hung; both sashes removable):

Height: 37 inches

Width: 26 ½ inches

Sill Height: 43 inches

Openable Area: 6.80 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

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Northwest Bedroom (13-5 x 11-5):

No violations noted.

Existing Egress Window Measurements (double-hung; both sashes removable):

Height: 37 inches

Width: 34 ½ inches

Sill Height: 43 inches

Openable Area: 8.86 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Bathroom:

No violations noted.

Northeast Bedroom (10-9 x 9-9):

No violations noted.

**Note:** Egress window measurements are the same as in the northwest bedroom.

Kitchen:

Service the metal-headed fire extinguisher, or replace it. Metal head extinguishers shall be subjected to maintenance at intervals of not more than one (1) year and shall have a tag or label securely attached that indicates the month and year the maintenance was performed as well as the identity of the person/company performing the service. Metal head extinguishers must be recharged every six years and hydro-tested every 12 years per NFPA-10. Plastic head extinguishers must be replaced every 12 years per NFPA-10. **All fire extinguishers must be inspected every 30 days and a record of that inspection shall be kept.** PM-704.3

Laundry:

Properly secure the collar for the water heater flue pipe to the ceiling. PM-603.1

**EXTERIOR:**

Clean debris from the roof, gutters and downspouts. PM-303.7

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2  
(this violation has a one-year deadline from the date of the cycle inspection)

Crawlspace:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

**OTHER REQUIREMENTS:**

**Required documentation:**

A completed copy of the Tenants & Owners Rights and Responsibilities Summary must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.050 (d).

**Required documentation:**

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.040

**When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)**

Thank you for your cooperation in the Residential Rental Occupancy Permit Program.



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: 13 July 2011

Petition Type: An extension of time to complete repairs

Petition Number: 11-TV-096

Address: 1014 N. Jackson St.

Petitioner: Adam Holden

Inspector: Michael Arnold

Staff Report: 25 April 2011      Cycle Inspection  
                  06 May 2011      Sent Report  
                  15 June 2011      Received Appeal

During the cycle inspection it was noted that the Carpeting throughout the structure has been removed, leaving the sub-flooring exposed. The tenant removed the carpeting without the owner's consent and needs additional time to secure funding to purchase new carpeting.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: 13 September 2011

Attachments: Inspection Report, Application





Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

RECEIVED  
JUN 15 2011

Property Address: 1014 N. JACKSON

BY: \_\_\_\_\_

Petitioner's Name: ADAM HOLDEN

Address: 14970 HARTFORD RD

City: SUNSHINE State: OH Zip Code: 43074

Phone Number: (614) 774-2911 E-mail Address: AHOLDEN52@GMAIL.COM

Owner's Name: ADAM HOLDEN

Address: SAME

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Occupants: 1

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Identify the variance type that you are requesting from the following drop down menu:

Variance Type: TV

Reminder:

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

11-TV-101

Petition Number: \_\_\_\_\_

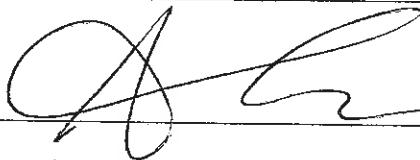
In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

"Complete the installation of new floor coverings."  
PM - 304.3

I would like to request a 30 day extension to accomplish the above work. My tenant removed the existing carpeting without my knowledge or consent and doesn't have the money to replace it before our inspection deadline. She assures me that it can be accomplished with this extension of time. Thank you.

Signature (Required):



Name (Print):

ADAM HOLDEN

Date:

6/10/11

Important information regarding this application format:

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form

Cycle Report

7618

OWNERS

=====

HOLDEN, ADAM W. AND DEBRA  
13325 SANDOVER PLACE  
PICKERINGTON, OH 43147

AGENT

=====

HOLDEN, JOSHUA M.  
631 N WALNUT  
BLOOMINGTON IN 47404

Prop. Location: 1014 N JACKSON ST  
Date Inspected: 04/25/2011  
Inspectors: Mike Arnold  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

Number of Units/Structures: 1 / 1  
Number of Bedrooms: 1  
Max # of Occupants: 2  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: shed

**Interior:**

**Basement:**

Provide operating power to smoke detector. PM-704.1

**Main Level:**

**General:**

Complete the installation of the new floor coverings. PM-304.3

**Living Room (19-2 x 9-6), Back Porch Room:**

Install approved closing device for storm door. PM-102.8 & PM-303.15

**Kitchen (13-2 x 7-9):**

All fire extinguishers must be inspected every 30 days and a record of that inspection shall be kept. Metal head extinguishers shall be subjected to maintenance at intervals of not more than one (1) year and shall have a tag or label securely attached that indicates the month and year the maintenance was performed as well as the identity of the person/company performing the service. Metal head extinguishers must be recharged every six years and hydro-tested every 12 years per NFPA-10. Plastic head extinguishers must be replaced every 12 years per NFPA-10. PM-704.3

**Bedroom 11-3 x 9-7):**

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2 (Measure openable area at reinspection).

**Bathroom:**

No violations noted

**Exterior:**

**Main Structure:**

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2 (**This item has a deadline of 25 April 2012**).

Repair the access cover to the basement. PM-303.16

Seal the cracks in the foundation walls. PM-303.5

**Shed:**

Repair the piers under the shed to be secure and structurally sound. PM-303.5

**Required Documentation:**

**A completed copy of the Tenants & Owners Rights and Responsibilities Summary must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.050 (d).**

**A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.040**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: July 13, 2011

Petition Type: An extension of time to complete repairs

Petition Number: 11-TV-102

Address: 514 W. 6<sup>th</sup> St.

Petitioner: Stasny & Horn IGP

Inspector: Maria McCormick

Staff Report: Cycle Inspection April 21, 2011  
Application for Appeal received June 15, 2011  
During the cycle inspection it was noted that there were several window sills that needed to be replaced. The exterior of the structure also needs to be scraped and painted. This building houses 4 apartments however only the 2 units on the lower level are currently occupied. The petitioned is asking for an extension of time until July 31, 2012 to complete the replacement of the window sills and paint the structure.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: July 31, 2012

Attachments: Application of Appeal; Cycle Report



RECEIVED  
JUN 15 2011

Page 1 of 2



BY: .....

**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

**Property Address:** 514 West Sixth Street, Bloomington, IN 47404

**Petitioner's Name:** Stasny & Horn IGP

**Address:** 509 E Cottage Grove Ave Ste 1, PO Box 183

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47402

**Phone Number:** (812) 339-4676

**E-mail Address:** info@hpiu.com

**Owner's Name:** Stasny & Horn IGP

**Address:** 509 E Cottage Grove Ave Ste 1, PO Box 183

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47402

**Phone Number:** 812-339-4676

**E-mail Address:** info@hpiu.com

**Occupants:** C Mitchel, Agent of Tenant; Z Swanson, Agent of Tenant

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

Reminder:

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that month's agenda!

(Will be assigned by BHQA)

11-TV-102

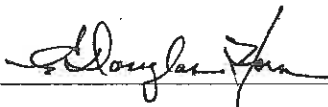
Petition Number: \_\_\_\_\_

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

The exterior of this building is a combination of painted brick, asphalt shingle and aluminum soffit and fascia. Minor exterior peeling paint is observed on casing and sills of certain of the forty window units. Wood sill damage is limited to the two cellar tip in, screened windows. These issues were not foreseen in the 2011 expense budget for the property and will be budgeted for completion in calendar 2012. In that the expiration of a one year extension for exterior issues falls at the beginning of the 2012 painting season, we are requesting an extension of time to July 31, 2012 to schedule and complete these exterior requirements of this cycle inspection in a weather appropriate period.

Signature (Required):



Name (Print): E Douglas Horn - General Partner - Stasny & Horn IGP

Date: 5/20/11

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
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Print Form



**City of Bloomington  
Housing and Neighborhood Development**

**Cycle Report**

2632

**OWNERS**

STASNY & HORN, IGP  
PO BOX 183  
BLOOMINGTON, IN 47402-0183

Prop. Location: 514 W 6TH ST  
Date Inspected: 04/21/2011  
Inspectors: Maria McCormick  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 2

Number of Units/Structures: 4 / 1  
Number of Bedrooms: 2 each  
Max # of Occupants: 2 each  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

The Monroe County Assessors records indicate that this structure was built in 1899. There were no minimum requirements for emergency egress at that time.

**VARIANCE**

01/20/1982 The Board of Housing Quality Appeals granted a variance to the basement access requirement.

**INTERIOR:**

**Apt. #1 -**

Living Room 14-0 x 17-0; Kitchen 3-7 x 9-5; Bathroom:  
No violation noted.

Front Bedroom 11-0 x 9-5; Rear Bedroom 9-11 x 16-7:  
No violation noted.

**Existing Egress Window Measurements:**

Height: 24 ½ inches  
Width: 30 inches  
Sill Height: 30 inches  
Openable Area: 5.10 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

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**Common Entry:**

No violation noted.

**Apt. # 2 –**

Living Room 18-10 x 18-10; Kitchen/Dining Room 17-9 x 7-9; Bathroom:

No violation noted.

East Bedroom 10-0 x 13-0:

This room has a door to the exterior for egress purposes.

No violation noted.

North Bedroom 9-1 x 14-3:

No violation noted.

**Existing Egress Window Measurements:**

Height: 28 inches

Width: 30 ½ inches

Sill Height: 30 inches

Openable Area: 5.83 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**Apt. # 3 & 4 –**

These two units are under construction and are not habitable at the time of inspection. Both units must be completed and inspected prior to occupancy.

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**Basement –**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

PM-603.1

**EXTERIOR:**

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2  
(This item only has a compliance deadline of April 21, 2012.)

141

Replace all missing and/or deteriorated (cracked and peeling) glazing compound on the windows. PM-303.13

Remove all the trees growing along the foundation on the north side of the building. PM-302.4.1

Properly repair or replace all the damaged and deteriorated wooden window sills. PM-303.13

**OTHER REQUIREMENTS:**

Complete the enclosed registration form. A street address is required for both owner and agent. This form must be signed by the owner. BMC16.12.060

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When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)

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